

# Kingdom of Meridies

## Local Event Report

Event reports must be sent to your Exchequer Reporting Deputy within 30 days of the event.

**Branch:** \_\_\_\_\_

**Event:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Income:</b>	Event Income:	\$	
	Less Refunds:	\$	
	<b>Net Income :</b>	\$	

**Expenses:**

Advertising	\$	
Equipment Rental	\$	
Fees & Honoraria	\$	
Food	\$	
General Supplies	\$	
Insurance	\$	
Occupancy & Site Fees	\$	
Postage	\$	
Printing	\$	
Telephone	\$	
Travel (Gas, Tolls, Air)	\$	
Other (Itemize in Notes Section)	\$	
<b>Sub-total</b>	<b>\$</b>	

	\$		Check Number & Date
Non-Member Surcharge to Kingdom	\$		
Moved to SCA accounts (Within Kingdom)	\$		
(Outside Kingdom)	\$		
<b>TOTAL EXPENSES</b>	<b>\$</b>		
<b>NET PROFIT (LOSS)</b> (Net Income-Total Expenses)	<b>\$</b>		

**NOTES**

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**APPROVALS:**

Seneschal Printed Name	Seneschal Signature	Date
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Autocrat Printed Name	Autocrat Signature	Date
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Exchequer Printed Name	Exchequer Signature	Date
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