**Budget Submission**

Use the next few pages to submit a budget for the event. It is helpful to have the previous year’s budget to use as a guideline. Just ask the Seneschal or Exchequer for this document. If your bid is accepted, the budget will go to the financial committee for review and approval. During the budget review process, you are not allowed to expend funds until the budget is approved. Once approved, only approved expense amounts will be reimbursed or paid. If expenses look as if they will exceed the approved budget, contact the Exchequer immediately. This does not mean it will be automatically approved, so keep close track of the expenses. If an expense has not been approved it will not be reimbursed or paid.

When you have an approved budget, you are allowed to expend funds for the event. To request a cash advance or reimbursement, you must complete the required forms with all receipts or an estimate for cash advances. Please note that it takes two signatures to issue a check and it will take a few days for checks to be sent. Please plan accordingly when requesting checks. Monthly meetings are always a great time to request checks. If you require a check at another time, contact the Exchequer to arrange this.

The Barony does not have the ability to make credit card payments or accept electronic payments. Any payments that require an electronic payment must be completed on your personal credit card and may be reimbursed by the Barony. The Kingdom does not have the ability to accept pre-registrations by electronic payments at this time. If you would like to include pre-registration for the event, you can only accept registrations by postal mail or in person to the Exchequer or Seneschal. The Exchequer will have final approval on the pre-registration process including deadlines and forms used, which also includes merchants.

Complete the income portion of the form using estimated attendees from the previous year event and the site fee/feast fee’s you are proposing. Please be reminded that the SCA offers an **Adult** **Member Discount of $5.00** on each full site fee. As an example, if you wish to charge an Adult site fee of $25, your proposed site fee should include the discount of $5.00 for a total site fee of $30.00. Adult Member Discounts do not apply to feast fees.

The following is a list of expense categories and examples of expenses in each category. Use this list to complete the expense portion of your budget submission form. If you have any questions, please contact the Reeve at reeve@al-barran.outlands.org.

**Advertising (NON-SCA)** - This category is for any paid advertising in non-SCA publications, such as ads in the newspaper or magazine advertising a demo or to find new members.

**Equipment Rental & Maintenance** - This category includes rentals of equipment, such as chairs, tents, waste containers, tables, and porta potties. This category also includes costs to maintain equipment that the branch owns, such as trailer maintenance, banner dry-cleaning, sewing machine tune-ups, pavilion cleaning services, computer maintenance services, etc.

**Equipment Purchase** - Pavilions, thrones, regalia, sound systems, trailers, walkie-talkies/CB, etc. are examples of event-related equipment.

**Fees & Honoraria** - Fees and Honoraria may be paid to someone (regardless of whether they are a paid member of the SCA) to provide a service: teach a class, deliver a lecture, or similar type of service that enhances or encourages our tax-exempt purpose. For example, hiring a professional costumer to come teach a class at a Collegium may require the payment of an honorarium or workshop fee. Honoraria are meant to not only pay for the service, but also to cover the recipient’s expenses. Other fees would include shopping club membership fees, web hosting fees, and trailer registration fees.

**Food** - Food for feasts and cooking classes, gate snacks, food for bake sales, royal room or donation lunch, etc.

**General Supplies** - Examples are: paper, ink cartridges, file folders, and file boxes, poster board, rope, wood for list ropes, fabric for list rope flags, site tokens or supplies for creating site tokens, serving dishes, cooking equipment, glass rods for lampworking classes, leather for leatherworking classes, pewter for pewter casting classes, etc.

**Insurance (NON-SCA)** - Insurance listed here is NOT the SCA insurance. This is insurance paid to a site owner to be named on their policy, or a rider fee paid on someone’s homeowner insurance to cover SCA property (and they should have a signed lease form showing that they have the property to be insured).

**Occupancy & Site Charges** - Occupancy of rooms for meetings, occupancy of a room, event site, parking lot, etc.

**Postage & Shipping** - Any postage or shipping charges and PO Box rental charges are reported here.

**Printing & Publications** - Printing, copying charges, gate books, event signage/schedules, newsletters or branch reports are listed here.

**Travel (Gasoline)** - Travel to events for officers in fulfillment of the duties of that office or as cited in the Baronial policy.

**Other Expenses** - Use this category only as a last resort - it is very rare that this entry should be used. This is for any expense that doesn‘t fit anywhere else.

Barony of al-Barran

Event Budget Form

|  |  |  |  |
| --- | --- | --- | --- |
| **AUTOCRAT NAME:** |  | **YEAR:** |  |
|  |
| **EVENT:** |  |
|  |
| Expense descriptions are included in the budget submission instructions for your reference. Use the form below to add any anticipated expenses for your event. |

|  |
| --- |
| **Estimated Income** |
|  |  |  |  |  |  |  |
|  *Proposed Fee Structure:* |
|  |  |  | **Estimated** |  | **Estimated** |  |
|  | **Age** | **Site** | **Full Site** | **Day** | **Day** | **Line** |
|  | **Range** | **Fee** | **Attendees** | **Fee** | **Attendees** | **Totals** |
| **Adult\*** | 18+ |  |  |  |  |  |
| **Youth** |  |  |  |  |  |  |
| **Child** |  |  |  |  |  |  |
| *\*See the budget submission instructions.* |
|  |  |  | **Total Estimated Site Income:** |  |
|  |  |  |  |  |  |  |
| *Proposed Feast Fee Structure:* |
|  |  |  |  |  | **Estimated** |  |
|  |  |  |  | **Feast** | **Feast** | **Line** |
|  |  |  |  | **Fee** | **Attendees** | **Totals** |
| **Adult\*** |  |  |  |  |  |  |
| **Youth** |  |  |  |  |  |  |
| **Child** |  |  |  |  |  |  |
| *\*See the budget submission instructions.* |
|  |  |  | **Total Estimated Feast Income:** | $0 |
|  |  |  |  |  |  |  |
| *Other Proposed Income:* |
| **Description** | **Line** |
| **Totals** |
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|  |  |  | **Total Other Income:** | $ |
|  |  |  |  |  |
|  |  |  | **TOTAL ESTIMATED INCOME:** | $ |

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| --- | --- | --- | --- |
| **EXPENSE CATEGORY****(Add Expense)** | **ITEM DESCRIPTIONS** | **LINE TOTALS** | **EXPENSE TOTALS** |
| **Occupancy** | Site Usage Fee | $ |  |
|  | Site Cleaning/Damage Deposit (Refundable) |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | $ |
| Equipment Rental |  | $ |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | $ |
| Insurance | $1 million – indemnify  | $ |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | $ |
| Food |  | $ |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | $ |
| Scars/PP Fees | S-4% Usage and Transaction Fees (based on 50% use) | $10 |  |
|  | PP-4% Usage and Transaction Fees (based on 25% use) | $5 |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | $15 |
| Other Expenses |  | $ |  |
|  |  | $ |  |
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|  | **TOTAL EXPENSES:** | $ |
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|  |  |  |
|  | **ESTIMATED EVENT INCOME/(LOSS) - (INCOME LESS EXPENSES)** |  |
|  |