



One Act Play Festival

Festival Accounts for..

Use the <tab> key to move between the boxes to be completed

Tickets

sold

Box Office

Night 1
Night 2
Night 3
Night 4
Night 5
Seasons

Income

Total

Programme Sales

Night 1
Night 2
Night 3
Night 4
Night 5

Total

Programme Adverts.

Raffle

Night 1
Night 2
Night 3
Night 4
Night 5

Total

Functions

Other catering

Other Income

TOTAL INCOME

You may use the Acrobat 'Fill and Sign' facility
and email this form instead of signing and
posting a printed version

Signed.....

Festival Treasurer

Date.....

Expenditure

Venue

Hire of Hall
Hire of Equipment
Technical Support
Box Off. Commission

Total

Printing

Programmes
Tickets
Posters

Total

Admin

Stationery & Post
Photocopying

Total

Adjudicator

Fee
Accommodation
Meals
Travel

Total

Other Expenses

Functions
Other catering
Hospitality/ Gifts
Raffle Books
First Aid Cover

Total

Other Misc Expenditure

Team Expenses

Team Name

Royalties Expenses

Total

Overall Team ExpenseTotal

TOTAL EXPENDITURE

FESTIVAL SURPLUS