

Package Bid (if not package bid, itemize below):

\$ _____

Administrative Expenses (Itemize fully unless it is a package deal) Administrative expenses (if any) are normally for the following: Printing tickets, one score book, advertising, signs, postage, telephone, clerical, scorer and timer.

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____

TOTAL ADMINISTRATIVE EXPENSE (move to front page) \$ _____

Facility Expenses (Itemize fully unless it is a package deal). Facility expenses (rental) shall include all charges, if any, for the following: Extra custodial service, utilities, ticket sales, ticket takers, police, ushers, parking attendants, first aid room and towel service.

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____

TOTAL FACILITY EXPENSE (move to front page) \$ _____

NET PROFIT:	Net Receipts Less General Tournament Expenses.....	\$ _____
DISTRIBUTION OF PROFIT: Equal shares to each school in the district/division or all those schools in a particular classification at the state level		
	_____ Shares @ _____	\$ _____

NET LOSS: General Tournament Expenses exceed Net Receipts..... \$ _____

DISTRIBUTION EQUATION: If there is a net loss, execute the following formula:

Net Receipts	\$ _____
Less: Referees	(_____)
Less: Basketball (District Level Only)	(_____)
Less: General Administrative Expense	(_____)
Less: Facilities Expense	(_____)
TOTAL	(A) (_____)

Total (A) divided by total team expense = (B) _____% B x each schools' team expense = amount due each school.

For MHSA records, please list names and home cities of referees who officiated the tournament

Date _____ Telephone No. _____ Name & E-Mail Address of Preparer: _____

Please return completed form and one tournament program within fifteen (15) days following the event to the MHSA office, 1 South Dakota Avenue, Helena, MT 59601

