



VOLLEYBALL TOURNAMENT FINANCIAL REPORT



District, Division or State: _____ Location: _____ Date: _____

TICKETS SOLD

NO. OF TICKETS	TYPE OF TICKET	AMOUNT EACH TICKET	TOTAL PER TICKET AMOUNT	TOTAL GROSS RECEIPTS
	Adult All-Session			
	Student All-Session			
	General Admission			
	General Admission			
	General Admission			
	Other (specify)			
NET RECEIPTS				

TEAM EXPENSE

School	No. of Persons	Round-trip Mileage	No. of Allowable Trips	Mileage at \$2.50/mile	Days of Per Diem at \$15.00	Days of Per Diem at \$30.00	Total Per Diem	Team Exp., Mileage, + Per Diem	Amount Paid to Schools

GENERAL TOURNAMENT EXPENSES

REFEREES (include fees & motel)	Total	\$ _____
GENERAL ADMINISTRATIVE EXPENSE (From Back)	Total	\$ _____
ONE VOLLEYBALL (DISTRICT LEVEL ONLY).....	Total	\$ _____
FACILITIES EXPENSE (From Back)	Total	\$ _____
TEAM EXPENSE (From Above)	Total	\$ _____
TOTAL GENERAL TOURNAMENT EXPENSES		\$ _____

Package Bid (if not package bid, itemize on next page: \$ _____)

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: Volleyball (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