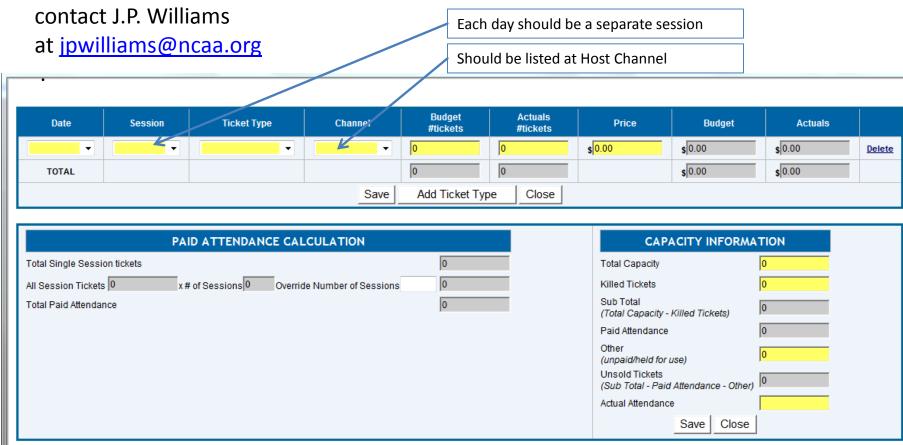
Receipts and Expenses Sample Worksheet

The following worksheet is provided as a guide to assist with budgeting for the NCAA Division III preliminary round bids. This is only a guide as each site has different costs associated but will give a general idea of typical ranges. Questions please



	Budget	Actuals	
Receipts	\$	S	
	0.00	0.00	
<u>Expenditures</u>	\$	S	
	0.00	0.00	
■ <u>Promotion</u>	\$	\$	\neg
	0.00	0.00	
Advertising	s	s	\neg
	_		
	s	s	
Postage			
	S	3	
Printing			
(Add Others)			
■ <u>Ticket Expense</u>	\$	\$	
	0.00	0.00	
Postage	s	s	$\overline{}$
	\leftarrow		
	s	s	
Printing	-		
Commissions	s	s	
	3		_
	S	s	
State and City Taxes	3	2	
State and City Taxes	-	-	
Charge Card Expenses	\$	\$	
Charge Card Expenses	<u></u>		
Add Others			
	s	s	' '
■ Facility	0.00	0.00	
	s	9	
Supplies			
- Supplies			
Facility rental charge	\$	<u> </u>	
Facility Rental Charge	—		
racinty Kental Charge	s	s	
Decor	3		
	—		
Add Others			

This typically is around \$100-\$500 as there is an online marketing system that should be utilized first and is through a different system of monies.

Typically this is blank unless minor printing costs for promotion.

Typically this is blank unless there are minor ticket printing costs.

Typically for preliminary rounds this is blank unless any commissions on facility/taxes involved or credit card expenses.

Should not be used to purchase equipment or upgrade facility. Typically this is around \$100-\$500 depending on needs.

Should be typical rental cost for tournament if necessary.

Typically this is either zero as the NCAA sends a basic signage package which includes banners.

Personnel	S S 0.00	
Public Address Announcer	\$ \$	Chauld be married most fee
Timer	\$ \$	Should be normal meet fee
Official Scorer	\$	
Ushers	\$ \$	
Police and Security	\$ \$	Should be normal meet fee
Statisticians	\$ \$	
Clerical	\$	
Ticketing Personnel	\$ \$	Should be normal meet fee
Custodians-Facility	S S	
Grounds Crew	\$ \$	Should be normal meet fee
Maintenance-Facility Labor	S S	
Medical	S S	Should be normal meet fee
Video/Scoreboard Operators	\$ \$	
Commitee/Site Rep lodging	\$ \$	Should be for one person for 2 or 3nights.
Add Others		

