

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 contact J.P. Williams at jpwilliams@ncaa.org

Each day should be a separate session

Should be listed at Host Channel

Date	Session	Ticket Type	Channel	Budget #tickets	Actuals #tickets	Price	Budget	Actuals	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	Delete
TOTAL				<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	

PAID ATTENDANCE CALCULATION		CAPACITY INFORMATION	
Total Single Session tickets	<input type="text" value="0"/>	Total Capacity	<input type="text" value="0"/>
All Session Tickets <input type="text" value="0"/> x # of Sessions <input type="text" value="0"/>	Override Number of Sessions <input type="text" value="0"/>	Killed Tickets	<input type="text" value="0"/>
Total Paid Attendance	<input type="text" value="0"/>	Sub Total (Total Capacity - Killed Tickets)	<input type="text" value="0"/>
		Paid Attendance	<input type="text" value="0"/>
		Other (unpaid/held for use)	<input type="text" value="0"/>
		Unsold Tickets (Sub Total - Paid Attendance - Other)	<input type="text" value="0"/>
		Actual Attendance	<input type="text" value="0"/>
		<input type="button" value="Save"/> <input type="button" value="Close"/>	

	Budget	Actuals	
+ Receipts	\$ 0.00	\$ 0.00	
- Expenditures	\$ 0.00	\$ 0.00	
- Promotion	\$ 0.00	\$ 0.00	
Advertising			
Postage			
Printing			
Add Others			
- Ticket Expense	\$ 0.00	\$ 0.00	
Postage			
Printing			
Commissions			
State and City Taxes			
Charge Card Expenses			
Add Others			
- Facility	\$ 0.00	\$ 0.00	
Supplies			
Facility rental charge			
Facility Rental Charge			
Decor			
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		\$ 0.00	\$ 0.00
	Public Address Announcer		
	Timer		
	Official Scorer		
	Ushers		
	Police and Security		
	Statisticians		
	Clerical		
	Ticketing Personnel		
	Custodians-Facility		
	Grounds Crew		
	Maintenance-Facility Labor		
	Medical		
	Video/Scoreboard Operators		
	Committee/Site Rep lodging		
Add Others			

Should be normal meet fee








Should be normal meet fee

Should be normal meet fee

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Should be for one person for 2 or 3 nights.

- <u>Entertainment</u>		\$	\$
		0.00	0.00
	Media		
	Pregame, Halftime and Postgame		
	Meetings		
	Luncheons and Banquets		
	Participant Refreshments		
<input type="button" value="Add Others"/>			
- <u>Equipment</u>		\$	\$
		0.00	0.00
	Telephone Installation		
	Temporary Restrooms		
	Copy / Fax Machines		
<input type="button" value="Add Others"/>			
- <u>Officiating Expenses</u>		\$	\$
		0.00	0.00
	Officials Lodging		
	Officials Travel		
	Officials Fees		
	Officials Per Diem		
<input type="button" value="Add Others"/>			

Hospitality for any media. Typically no more than \$100/day.

Recommended to be around \$200-\$500 used for hospitality room.

Any snacks/beverages for meetings. Should not be more than \$250.

Banquets are not allowed at preliminary competition so this should be blank.

Cost of refreshments for teams. Typically not more than \$100/day.

Should be typical rental cost for tournament if necessary.

Should be 6-8 officials for 2-3 nights

NCAA pays this through ArbiterPay. This should be blank.