

# FINANCIAL REPORT OF SANCTIONED EVENT

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Site of Event \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_

Host School \_\_\_\_\_ Cosponsor, if any \_\_\_\_\_

### Income

- 1. Ticket Receipts.....\$ \_\_\_\_\_
- 2. Program Sales.....\$ \_\_\_\_\_
- 3. Souvenir Sales.....\$ \_\_\_\_\_
- 4. Program Advertisement.....\$ \_\_\_\_\_
- 5. Sponsorships.....\$ \_\_\_\_\_
- 6. Entry Fees.....\$ \_\_\_\_\_
- 7. In-Kind Donations.....\$ \_\_\_\_\_
- 8. Other Income (Please Itemize).....\$ \_\_\_\_\_
- TOTAL**.....\$ \_\_\_\_\_

### Expenses

- 1. Tournament Payroll/Personnel Costs.....\$ \_\_\_\_\_
- 2. Value of Awards, Medals or Trophies to Players, Coaches and Teams.....\$ \_\_\_\_\_
- 3. Value of T-shirts and Other Apparel/Gifts to Players, Coaches and Teams.....\$ \_\_\_\_\_
- 4. Venue Rental.....\$ \_\_\_\_\_
- 5. Team Travel Expenses.....\$ \_\_\_\_\_
- 6. Team Room and Board.....\$ \_\_\_\_\_
- 7. Insurance.....\$ \_\_\_\_\_
- 8. Sanctioning Fee.....\$ \_\_\_\_\_
- 9. Other Expenses (Please Itemize).....\$ \_\_\_\_\_
- TOTAL**.....\$ \_\_\_\_\_

\*\* As an alternative to completing the above portion of this form, you may attach your income and expense report for the event.

### ADVANCES, REIMBURSEMENTS AND OTHER PAYMENTS TO EACH PARTICIPATING SCHOOL:

School \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 School \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 School \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 School \_\_\_\_\_ Amount \$ \_\_\_\_\_

(Use additional sheets as necessary)

Were all schools, as well as their employees and agents, treated equally from a financial standpoint?  Yes  No

Financial Report Certified by:

\_\_\_\_\_  
Principal of Host School Sign/Print Name Date

\_\_\_\_\_  
Chief Financial Official for Event Sign/Print Name Date

Copies of this completed form will be forwarded by the NFHS to the State Associations.

Mail completed form upon request. Please mail to: National Federation of State High School Associations, Attn: Sanctioning, PO Box 690, Indianapolis, IN 46206.