

**APPENDIX L:**

**BRC TOURNAMENT FINANCIAL REPORT**

SPORT \_\_\_\_\_ SITE \_\_\_\_\_

PREPARED BY  
School \_\_\_\_\_ DATE \_\_\_\_\_

**A. RECEIPTS**

Student tickets \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Adult tickets \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Entry Fees Collected \_\_\_\_\_ = \$ \_\_\_\_\_

Total Receipts \_\_\_\_\_ = \$ \_\_\_\_\_

**B. EXPENSES**

Tournament Manager(s) Fee \_\_\_\_\_ = \$ \_\_\_\_\_

Tournament Expenses Allowed in Appendix K  
(workers, etc.) \_\_\_\_\_ = \$ \_\_\_\_\_

Timing System Bill \_\_\_\_\_ = \$ \_\_\_\_\_

Tournament Officials \_\_\_\_\_ = \$ \_\_\_\_\_

Total Expenses \_\_\_\_\_ = \$ \_\_\_\_\_

Subtract B from A \_\_\_\_\_ = \$ \_\_\_\_\_

3. All Revenues from BRC Tournaments are to be turned over to the BRC Treasurer after taking out for officials, timing, meet managers and the allowable expenses found in Appendix K.

4. Tournament Expenses **NOT** included as Expenses: T-shirts, food, janitor expenses, etc. (Ask, if not sure)

**PLEASE SEND ALL RECEIPTS TO THE SECRETARY-TREASURER WITH**

**THIS FORM.** (Amount to be paid, names and addresses of who is to be paid.

Because of our bank check limits, I prefer only writing two checks.)

Checks are to be written to:

- 1.
- 2.

Last reviewed 6-6-10