



# STATE SWIM MEET FINANCIAL REPORT



*Location of Tournament:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## TICKETS SOLD

| No. of Tickets       | Type of Ticket      | Amount Each Ticket | Total Per Ticket Amount | Total Gross Receipts |
|----------------------|---------------------|--------------------|-------------------------|----------------------|
|                      | All Session         |                    |                         |                      |
|                      | Student All Session |                    |                         |                      |
|                      | General Admission   |                    |                         |                      |
|                      | General Admission   |                    |                         |                      |
|                      | Other (specify)     |                    |                         |                      |
| <b>Net Receipts:</b> |                     |                    |                         | <b>\$</b> _____      |

### GENERAL TOURNAMENT EXPENSES:

Package Bid (if not package bid, itemize below): \$ \_\_\_\_\_

**Administrative Expense (itemize fully unless it is a package deal).** Administrative expenses (if any) are normally for the following: Printing tickets, advertising, signs, postage, telephone, clerical and computer programming.

- 1. \_\_\_\_\_ \$ \_\_\_\_\_
- 2. \_\_\_\_\_ \$ \_\_\_\_\_
- 3. \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL ADMINISTRATIVE EXPENSE:** \$ \_\_\_\_\_

**Facility Expense (itemize fully unless it is a package deal).** Facility expense shall include charges, if any, for the following: extra custodial service, ticket sales, ticket takers, police, parking attendants and first aid room.

- 1. \_\_\_\_\_ \$ \_\_\_\_\_
- 2. \_\_\_\_\_ \$ \_\_\_\_\_
- 3. \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL FACILITY EXPENSE:** \$ \_\_\_\_\_

**Meet Personnel Expense (itemize fully unless it is a package deal).** Personnel expenses (if any) are normally for the following: announcer, starters, timers, clerks and helper crews.

- 1. \_\_\_\_\_ \$ \_\_\_\_\_
- 2. \_\_\_\_\_ \$ \_\_\_\_\_
- 3. \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL MEET PERSONNEL EXPENSE:** \$ \_\_\_\_\_

**TOTAL STATE SWIM MEET EXPENSES:** \$ \_\_\_\_\_

**NET PROFIT:** Net receipts less State Swim Meet Expenses: \$ \_\_\_\_\_

**DISTRIBUTION OF PROFIT:** After all allowable tournament expenses are paid, the balance remaining shall be designated as team expenses and shall be paid by the meet manager as follows: Each participant from any one school shall be paid a per diem based on the amount of remaining profits, divided by the total number of contestants minus contestants in the host city schools, and are to be sent to the participating schools.

\_\_\_\_\_ swimmers @ \$ \_\_\_\_\_ each \$ \_\_\_\_\_

Date: \_\_\_\_\_ Telephone No. \_\_\_\_\_ Signature/Title of Preparer \_\_\_\_\_

**Please return completed form and one tournament program within fifteen (15) days following the event to the MHSA, 1 South Dakota Avenue, Helena, MT 59601**