STATE TRACK & FIELD MEET FINANCIAL REPORT

_____ Classification _____ Location _____ 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			
Net Receipts:				**$**

GENERAL MEET 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 EXPENDITURES **$**_____

***TOTAL RECEIPTS LESS EXPENDITURES / * Balance to be submitted to MHSA** **$**_____

Date: _____ Telephone No._____ Signature/Email 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