STATE TRACK & FIELD MEET FINANCIAL REPORT

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

FINANCIAL REPORT - TRACK