



MOUNTAIN PACIFIC SPORTS FEDERATION

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MOUNTAIN PACIFIC SPORTS FEDERATION

Championship Proposed Budget and Financial Report Form

Proposed budget must be submitted 45 days prior to event
Actual financial report due 30 days following the event

Championship _____ Date(s) _____

Host Institution _____

Event Director _____ Phone _____ Fax _____ Email _____

Name of Facility _____ Seating Capacity _____

CHAMPIONSHIP FINANCIAL SUMMARY

	Budget	Actual
Gross Receipts (From Page 2)	\$ _____	\$ _____
Total Disbursements (From Page 4)	\$ _____	\$ _____
NET RECEIPTS or (DEFICIT)	\$ _____	\$ _____
85% of NET to be forwarded to the MPSF	\$ _____	\$ _____

PROPOSED BUDGET

Submitted by: _____ Date: _____

Title: _____ Phone: _____ Email: _____

Institutional Approval:

Approved by: : _____ Date: _____
Director of Athletics

MPSE CHAMPIONSHIP FINANCIAL REPORT

(due 30 days following completion of the championship)

Submitted by: _____ Date: _____

Title: _____ Phone: _____ Email: _____

Institutional Approval:

Approved by: : _____ Date: _____

Director of Athletics

REVENUES

1. Ticket sales, including taxes. Please indicate number of sessions and show number of tickets sold each day per session in each price range. Use separate lines to record number of "all-session" tickets sold in each price range. If necessary, attach a separate sheet.

Date or Session	Budget	QUANTITY		Budget	Actual
		Actual	Price at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
Total Ticket Sales					\$ \$ _____

2. Program Sales	at \$ _____	\$ _____	\$ _____
3. Program Advertising	at \$ _____	\$ _____	\$ _____
4. Radio Rights Fees	at \$ _____	\$ _____	\$ _____
5. Television Rights Fees	at \$ _____	\$ _____	\$ _____
6. Corporate Sponsorship Contribution	at \$ _____	\$ _____	\$ _____
7. Miscellaneous	at \$ _____	\$ _____	\$ _____

TOTAL GROSS RECEIPTS \$ \$ _____

DISBURSEMENTS

		Budget	Actual
I.	PROMOTION (\$1,000 expense limitation)		
1.	Advertising	\$ _____	\$ _____
2.	Postage	\$ _____	\$ _____
3.	Telephone (long distance)	\$ _____	\$ _____
4.	Supplies/Printing (entry blanks and information)	\$ _____	\$ _____
5.	Personnel	\$ _____	\$ _____
6.	_____	\$ _____	\$ _____
7.	_____	\$ _____	\$ _____
	Subtotal	\$ _____	\$ _____
II.	TICKETS		
1.	Printing	\$ _____	\$ _____
2.	Commissions to ticket agencies	\$ _____	\$ _____
3.	Ticket sellers and ticket takers	\$ _____	\$ _____
4.	Personnel	\$ _____	\$ _____
5.	State and city taxes	\$ _____	\$ _____
6.	Mailing	\$ _____	\$ _____
7.	_____	\$ _____	\$ _____
	Subtotal	\$ _____	\$ _____
III.	EQUIPMENT		
1.	Telephone installation	\$ _____	\$ _____
2.	Public address system	\$ _____	\$ _____
3.	Supplies (itemize if \$500 or more)	\$ _____	\$ _____
4.	Rentals	\$ _____	\$ _____
5.	_____	\$ _____	\$ _____
	Subtotal	\$ _____	\$ _____
IV.	PROGRAM (must not show cost to the championship)		
1.	Printing	\$ _____	\$ _____
2.	Seller's commissions	\$ _____	\$ _____
3.	Sales taxes	\$ _____	\$ _____
4.	_____	\$ _____	\$ _____
	Subtotal	\$ _____	\$ _____
V.	FACILITY		
1.	Rental (only if not institutionally owned)	\$ _____	\$ _____
2.	Supplies	\$ _____	\$ _____
3.	Labor (please itemize)	\$ _____	
	\$ _____		
4.	_____	\$ _____	\$ _____
5.	_____	\$ _____	\$ _____
	Subtotal	\$ _____	\$ _____

continued

VI.	<u>PERSONNEL</u>		
1.	Public address announcer	\$ _____	\$ _____
2.	Timers	\$ _____	\$ _____
3.	Ushers	\$ _____	\$ _____
4.	Police and security	\$ _____	\$ _____
5.	Statisticians	\$ _____	\$ _____
6.	Official scorer	\$ _____	\$ _____
7.	Physician/Trainers	\$ _____	\$ _____
8.	Clerical	\$ _____	\$ _____
9.	_____	\$ _____	\$ _____
	Subtotal	\$ _____	\$ _____
VII.	<u>GAMES COMMITTEE</u> (if applicable) (Please attach statement of expenses form)		
1.	_____	\$ _____	\$ _____
2.	_____	\$ _____	\$ _____
3.	_____	\$ _____	\$ _____
	Subtotal	\$ _____	\$ _____
VIII.	<u>GAME OFFICIALS</u> (Please list names, duties, fees and expenses, and attach statement of expense form)		
1.	_____	\$ _____	\$ _____
2.	_____	\$ _____	\$ _____
3.	_____	\$ _____	\$ _____
4.	_____	\$ _____	\$ _____
5.	_____	\$ _____	\$ _____
6.	_____	\$ _____	\$ _____
7.	_____	\$ _____	\$ _____
8.	_____	\$ _____	\$ _____
9.	_____	\$ _____	\$ _____
10.	_____	\$ _____	\$ _____
11.	_____	\$ _____	\$ _____
12.	_____	\$ _____	\$ _____
	Subtotal	\$ _____	\$ _____
IX.	<u>ENTERTAINMENT</u> (\$1,000 expense limitation)		
1.	Press	\$ _____	\$ _____
2.	Meetings	\$ _____	\$ _____
3.	Luncheons and banquets	\$ _____	\$ _____
4.	Hospitality	\$ _____	\$ _____
5.	Competitors	\$ _____	\$ _____
6.	_____	\$ _____	\$ _____
	Subtotal	\$ _____	\$ _____
X.	<u>INSURANCE</u>	Subtotal	\$ _____ \$ _____
TOTAL DISBURSEMENT		TOTAL DISBURSEMENT \$ \$ _____ \$ \$ _____	