

# Receipts and Expenses Sample Worksheet

The following worksheet is provided as a guide to assist with budgeting for the NCAA Division III preliminary round bids. This is only a guide as each site has different costs associated but will give a general idea of typical ranges. Questions please contact J.P. Williams at [jpwilliams@ncaa.org](mailto:jpwilliams@ncaa.org)

Each day should be a separate session

Should be listed at Host Channel

Date	Session	Ticket Type	Channel	Budget #tickets	Actuals #tickets	Price	Budget	Actuals	
				0	0	\$0.00	\$0.00	\$0.00	<a href="#">Delete</a>
<b>TOTAL</b>				0	0		\$0.00	\$0.00	

PAID ATTENDANCE CALCULATION		CAPACITY INFORMATION	
Total Single Session tickets	<input type="text" value="0"/>	Total Capacity	<input type="text" value="0"/>
All Session Tickets <input type="text" value="0"/> x # of Sessions <input type="text" value="0"/>	Override Number of Sessions <input type="text" value="0"/>	Killed Tickets	<input type="text" value="0"/>
Total Paid Attendance	<input type="text" value="0"/>	Sub Total (Total Capacity - Killed Tickets)	<input type="text" value="0"/>
		Paid Attendance	<input type="text" value="0"/>
		Other (unpaid/held for use)	<input type="text" value="0"/>
		Unsold Tickets (Sub Total - Paid Attendance - Other)	<input type="text" value="0"/>
		Actual Attendance	<input type="text" value=""/>

	Budget	Actuals
<b>+ Receipts</b>	\$ 0.00	\$ 0.00
<b>- Expenditures</b>	\$ 0.00	\$ 0.00
<b>- Promotion</b>	\$ 0.00	\$ 0.00
Advertising		
Postage		
Printing		
Add Others		
<b>- Ticket Expense</b>	\$ 0.00	\$ 0.00
Postage		
Printing		
Commissions		
State and City Taxes		
Charge Card Expenses		
Add Others		
<b>- Facility</b>	\$ 0.00	\$ 0.00
Supplies		
Facility rental charge <b>Facility Rental Charge</b>		
Decor		
Add Others		

This typically is around \$100-\$500 as there is an online marketing system that should be utilized first and is through a different system of monies.

Typically this is blank unless minor printing costs for promotion.

Typically this is blank unless there are minor ticket printing costs.

Typically for preliminary rounds this is blank unless any commissions on facility/taxes involved or credit card expenses.

Should not be used to purchase equipment or upgrade facility. Typically this is around \$100-\$500 depending on needs.

Should be typical rental cost for tournament if necessary.

Typically this is either zero as the NCAA sends a basic signage package which includes banners.

<b>Personnel</b>		\$	\$
		0.00	0.00
	Public Address Announcer	\$	\$
	Timer	\$	\$
	Official Scorer	\$	\$
	Ushers	\$	\$
	Police and Security	\$	\$
	Statisticians	\$	\$
	Clerical	\$	\$
	Ticketing Personnel	\$	\$
	Custodians-Facility	\$	\$
	Grounds Crew	\$	\$
	Maintenance-Facility Labor	\$	\$
	Medical	\$	\$
	Video/Scoreboard Operators	\$	\$
	Committee/Site Rep lodging	\$	\$
	<b>Add Others</b>		

Should be normal game fee.

Should be normal game fee.

Should be normal game fee

Should be normal game fee.

Should be normal game fee.

Should be for one person for 4 or 5 nights.

<b>Entertainment</b>		\$	\$
		0.00	0.00
Media			
Pregame, Halftime and Postgame			
Meetings			
Luncheons and Banquets			
Participant Refreshments			
Add Others			
<b>Equipment</b>		\$	\$
		0.00	0.00
Telephone Installation			
Temporary Restrooms			
Copy / Fax Machines			
Add Others			
<b>Officiating Expenses</b>		\$	\$
		0.00	0.00
Officials Lodging			
Officials Travel			
Officials Fees			
Officials Per Diem			
Add Others			

Hospitality for any media. Typically no more than \$100/day.

Recommended to be around \$200-\$500 used for hospitality room.

Any snacks/beverages for meetings. Should not be more than \$250.

Banquets are not allowed at preliminary competition so this should be blank.

Cost of refreshments for teams. Typically not more than \$100/day.

Should be typical rental cost for tournament if necessary.

Should be 6-8 umpires for 4-5 nights depending on number of teams (6 or 8).

NCAA pays this through ArbiterPay. This should be blank.