

PIAA DISTRICT XI BASKETBALL PLAYOFFS FINANCIAL REPORT

ROUND CONTEST(S) NUMBER(S): _____ **CONTEST(S) DATE:** _____

CONTEST(S) SITE: _____ **CONTEST(S) MANAGER:** _____

Visiting School(s)	Score ()	vs	Home School(s)	Score ()	Class	Sex
_____	_____		_____	_____	A/AA/AAA/AAAA	B/G
_____	_____	vs	_____	_____	A/AA/AAA/AAAA	B/G
_____	_____	vs	_____	_____	A/AA/AAA/AAAA	B/G
_____	_____	vs	_____	_____	A/AA/AAA/AAAA	B/G

(Circle accordingly)

RECEIPTS

ADVANCE SALE TICKETS SOLD

BY: _____ High School (Visiting School) **BY:** _____ High School (Visiting School)

- | | |
|---------------------------------------|--|
| 1. Adult _____ @ \$ _____ = \$ _____ | 13. Adult _____ @ \$ _____ = \$ _____ |
| 2. Student _____ @ \$3.00 = \$ _____ | 14. Student _____ @ \$3.00 = \$ _____ |
| 3. TOTAL (Add lines 1 and 2) \$ _____ | 15. TOTAL (Add lines 13 and 14) \$ _____ |

BY: _____ High School (Home School) **BY:** _____ High School (Home School)

- | | |
|---------------------------------------|--|
| 4. Adult _____ @ \$ _____ = \$ _____ | 16. Adult _____ @ \$ _____ = \$ _____ |
| 5. Student _____ @ \$3.00 = \$ _____ | 17. Student _____ @ \$3.00 = \$ _____ |
| 6. TOTAL (Add lines 4 and 5) \$ _____ | 18. TOTAL (Add lines 16 and 17) \$ _____ |

BY: _____ High School (Visiting School) **BY:** _____ High School (Visiting School)

- | | |
|---------------------------------------|--|
| 7. Adult _____ @ \$ _____ = \$ _____ | 19. Adult _____ @ \$ _____ = \$ _____ |
| 8. Student _____ @ \$3.00 = \$ _____ | 20. Student _____ @ \$3.00 = \$ _____ |
| 9. TOTAL (Add lines 7 and 8) \$ _____ | 21. TOTAL (Add lines 19 and 20) \$ _____ |

BY: _____ High School (Home School) **BY:** _____ High School (Home School)

- | | |
|--|--|
| 10. Adult _____ @ \$ _____ = \$ _____ | 22. Adult _____ @ \$ _____ = \$ _____ |
| 11. Student _____ @ \$3.00 = \$ _____ | 23. Student _____ @ \$3.00 = \$ _____ |
| 12. TOTAL (Add lines 10 and 11) \$ _____ | 24. TOTAL (Add lines 22 and 23) \$ _____ |

25. TOTAL ADULT ADVANCE SALE TICKETS SOLD (Add lines 1, 4, 7, 10, 13, 16, 19 and 22)

a. _____ @ \$ _____ = b. \$ _____

26. TOTAL STUDENT ADVANCE SALE TICKETS SOLD (Add lines 2, 5, 8, 11, 14, 17, 20 and 23)

a. _____ @ \$3.00 = b. \$ _____

27. TOTAL ADVANCE SALES

(Add lines 25b and 26b, check by adding lines 3, 6, 9, 12, 15, 18, 21 and 24) \$ _____

28. **GATE SALE TICKETS SOLD** a. _____ @ \$ _____ = b. \$ _____

29. PAID ATTENDANCE (Add lines 25a, 26a and 28a) _____

30. **TOTAL SCHOOLS' ADVANCE SALES AND GATE SALES** (Add lines 27 and 28b) \$ _____

MEDIA BROADCASTING FEES:

	<u>Media Name</u>	<u>Media Type (Radio/TV/Web)</u>	<u>Check Number</u>	<u>Rights Fees Collected</u>
31.	_____	_____	_____	\$ _____
32.	_____	_____	_____	\$ _____
33.	_____	_____	_____	\$ _____
34.	_____	_____	_____	\$ _____
35.	_____	_____	_____	\$ _____

36. **TOTAL MEDIA FEES** (Add lines 31-35) \$ _____

37. **TOTAL GROSS RECEIPTS** (Add lines 30 and 36) \$ _____

FINANCIAL SUMMARY

- 38. **TOTAL GROSS RECEIPTS** (Line 37) \$ _____

- 39. **TOTAL CASH DIBURSEMENTS**
(From **LINE A** of Cash Disbursements Form) \$ _____

- 40. **AMOUNT DEPOSITED ON** (month / day / year)
INTO PIAA DISTRICT XI DEPOSITORY (Subtract line 39 from 38) \$ _____

- 41. **TOTAL REQUEST FOR PIAA-ISSUED CHECK(S)**
(From **LINE B** of Request for Check(s) Form) \$ _____

- 42. **INSURANCE, TELEPHONE, TROPHY, & MEDALS FEES** (\$300 / game) \$ _____

- 43. **NET RECEIPT/DEFICIT** (Subtract lines 41 and 42 from line 40)
(Circle One) \$ _____

For bank deposit of checks made payable to PIAA District XI and Cash Receipts, please follow instructions below:

(a) Using PIAA District XI deposit slip(s) provided, deposit all checks and cash receipts into the most convenient Wachovia Bank branch office (PIAA District XI depository) within two (2) business days of completion of the Contest(s) date.

If Cash Receipts (less Cash Disbursements) results in a Deficit, on Part IV of the Request For Check(s) Form please provide the name and mailing address of the individual(s) or entity to whom the check(s) for that Deficit is (are) to be made payable.

SUBMITTED BY: _____, PIAA District XI-Appointed Contest(s) Manager

TO BE USED FOR ALL SITE EXPENSES \$100 OR BELOW
(excluding officials, PIAA District XI-Assigned Contest(s) Manager, Asst. Manager)

PIAA CASH DISBURSEMENTS FORM PAGE 1- Please Print

ROUND	SITE:	DATE:
CONTEST(S) NO(S):		

Full Name of Person/ Home Mailing Address	Social Security Number	Services Rendered	Amount Received	Signature of Person Receiving Payment
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

SUBTOTAL CASH DISBURSEMENTS (Page 1)		
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PIAA CASH DISBURSEMENTS FORM PAGE 2- Please Print

ROUND	SITE:	DATE:
CONTEST(S) NO(S):		

Full Name of Person / Home Mailing Address	Social Security Number	Services Rendered	Amount Received	Signature of Person Receiving Payment
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				

SUBTOTAL CASH DISBURSEMENTS (Page 2)		LINE A
TOTAL CASH DISBURSEMENTS (Pages 1 and 2) (Forward this amount to TOTAL CASH DISBURSEMENTS LINE 39 of DISBURSEMENTS SUMMARY)		

PIAA DISTRICT BASKETBALL CHAMPIONSHIPS REQUEST FOR CHECK FORM

_____ ROUND CONTEST(S) NUMBER(S): _____ CONTEST(S) DATE: _____ CONTEST(S) SITE: _____

PIAA District XI shall issue checks for reimbursement to participating member schools and payments to PIAA District XI Basketball Playoff Contest(s) sites for their non-contracted rental charges and services, PIAA District XI-Appointed Contest(s) Managers, PIAA District XI-Assigned Contest(s) Officials, and all other individuals compensated facilities or services rendered in connection with District XI Basketball Playoff Contests. Payments to PIAA District XI Basketball Playoff Contest(s) sites for their non-contracted rental charges and services, PIAA District XI-Appointed Contest(s) Managers, PIAA District XI-Assigned Contest(s) Officials, and all other individuals compensated for facilities or services rendered in connection with PIAA District XI Basketball Playoff Contests shall occur as soon as reasonably possible following the submission of the respective PIAA District XI Basketball Playoff Contests financial reports to the PIAA District XI Treasurer.

PART I. CONTEST(S) SITE'S NON-CONTRACTED RENTAL CHARGE.

Contest(s) Site's Name:	Contest(s) Site's Mailing Address :	Amount Due:	Authorized Contest(s) Site Representative's Name:	Authorized Contest(s) Site Representative's Telephone Number:	Authorized Contest(s) Site Representative's Signature:
		\$		()	X

PART II. PIAA DISTRICT XI-APPOINTED BASKETBALL CONTEST(S) MANAGER'S HONORARIUM AND ASSISTANT BASKETBALL CONTEST(S) MANAGER'S HONORARIUM ARE SET FORTH ON PAGE _____ OF THE PIAA DISTRICT XI CONTEST MANAGERS' HANDBOOK. THESE HONORARIA REPRESENT COMPENSATION FOR ALL EXPENSES INCURRED IN CARRYING OUT THE DUTIES AND RESPONSIBILITIES OF BOTH PIAA DISTRICT XI-APPOINTED CONTEST(S) MANAGER AND ASSISTANT CONTEST(S) MANAGER.

Contest(s) Manager's Full Name:	Home Mailing Address:	Amt. Due:	Social Security Number:	Home Telephone Number:	Contest(s) Manager's Signature:
		\$	-- --	()	X
Asst. Contest(s) Mgr.'s Name:	Home Mailing Address:	Amt. Due:	Social Security Number:	Home Telephone Number:	Asst. Contest(s) Mgr.'s Signature:
		\$	-- --	()	X
SUBTOTAL AMOUNT DUE		\$			

PART III. PIAA-ASSIGNED CONTEST OFFICIAL'S HONORARIUM IS \$67 PER QUARTERFINAL CONTEST & \$72 PER SEMIFINAL/FINAL CONTEST.

Official's Full Name:	Official's Home Mailing Address:	Amt. Due:	Social Security Number:	Home Telephone Number:	Signature of Official:
1.		\$	-- --	()	X
2.		\$	-- --	()	X
3.		\$	-- --	()	X
4.		\$	-- --	()	X
5.		\$	-- --	()	X
6.		\$	-- --	()	X
7.		\$	-- --	()	X
8.		\$	-- --	()	X
9.		\$	-- --	()	X
SUBTOTAL AMOUNT DUE (All Contest Officials)		\$			

PART IV. Individuals or entities who are compensated for an amount in excess of \$100 for facilities or services rendered in connection with pias district xi playoff CONTEST(S) AND/OR INDIVIDUAL OR ENTITY TO WHOM THE CHECK FOR THE NET DEFICIT IS TO BE MADE PAYABLE.

Individual's or Entity's Full Name and Service(s) Rendered:	Individual's Home Mailing Address or Entity's Business Address:	Amount Due:	Individual's Social Security Number:	Individual's Home Telephone No. or Entity's Business Telephone No.:	Individual's or Authorized Entity Representative's Signature
1.		\$	-- --	()	X
2.		\$	-- --	()	X
3.		\$	-- --	()	X
4.		\$	-- --	()	X
5.		\$	-- --	()	X
6.		\$	-- --	()	X
SUBTOTAL AMOUNT DUE (All Individuals or Entities in Excess of \$100. Attach additional sheet as necessary.)		\$			

PART IV. REQUEST FOR MEMBER SCHOOLS' TRAVEL REIMBURSEMENT @ \$1.00 PER MILE (MINIMUM OF \$100.00).

Member School's Name:	Member School's Mailing Address:	Amount Due:	Total Miles (ROUNDTRIP)
1.		\$	
2.		\$	
3.		\$	
4.		\$	
5.		\$	
6.		\$	
SUBTOTAL AMOUNT DUE (All Member Schools' Reimbursements)		\$	

TOTAL AMOUNT DUE (Add Part I, II, III, IV and Part V Subtotal Amounts Due and forward this Total Amount Due to <u>Line 41</u> of the DISBURSEMENTS SUMMARY.)	\$	PIAA District XI-Appointed Contest(s) Manager's Signature LINE B
PLEASE COMPLETE ALL FIELDS FOR APPLICABLE PIAA DISTRICT XI-APPOINTED CONTEST(S) MANAGER, ASSISTANT CONTEST(S) MANAGER, AND PIAA DISTRICT XI-ASSIGNED CONTEST OFFICIALS IN ORDER FOR PAYMENT TO BE PROCESSED.		

PLEASE USE BLACK INK AND PRINT CLEARLY OR TYPE.