

**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:**

Media Name	Media Type (Radio/TV/Web)	Check Number	Rights Fees Collected
31. _____	_____	_____	\$ _____
32. _____	_____	_____	\$ _____
33. _____	_____	_____	\$ _____
34. _____	_____	_____	\$ _____
35. <b>TOTAL MEDIA FEES</b> (Add lines 31-34)			\$ _____
36. <b>TOTAL PROGRAM SALES</b> _____ @ \$3.00 =			\$ _____
37. <b>TOTAL GROSS RECEIPTS</b> (Add lines 30 and 36)			\$ _____

**FINANCIAL SUMMARY**

38. **TOTAL GROSS RECEIPTS** (Line 37) \$ \_\_\_\_\_
39. **AMOUNT DEPOSITED ON** ( month / day / year )  
**INTO PIAA DISTRICT XI DEPOSITORY** \$ \_\_\_\_\_
40. **TOTAL REQUEST FOR PIAA-ISSUED CHECK(S)**  
 (From **LINE B** of Request for Check(s) Form) \$ \_\_\_\_\_
41. **INSURANCE, TELEPHONE, TROPHY, & MEDALS FEES** (\$300 / game) \$ \_\_\_\_\_
42. **NET RECEIPT/DEFICIT** (Subtract lines 40 and 41 from line 39)  
 (Circle One) \$ \_\_\_\_\_

Team	High School	%	X	Net Receipt (Line 42)	Total
Home		25%	X	\$	\$
Visiting		25%	X	\$	\$
District XI		50%	X	\$	\$

**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 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

**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
<b>SUBTOTAL AMOUNT DUE</b>		\$			

**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
<b>SUBTOTAL AMOUNT DUE (All Contest Officials)</b>		\$			

**PART IV. Individuals or entities who are compensated for facilities or services rendered in connection with PIAA 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
<b>SUBTOTAL AMOUNT DUE</b> (Attach additional sheet as necessary.)		\$			

**PART IV. REQUEST FOR MEMBER SCHOOLS' TRAVEL REIMBURSEMENT @ \$1.00 PER MILE (SEMIFINALS & FINALS ONLY – ACTUAL MILEAGE).**

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

<b>TOTAL AMOUNT DUE</b> (Add Part I, II, III, IV and Part V Subtotal Amounts Due and forward this Total Amount Due to <u>Line 40</u> of the DISBURSEMENTS SUMMARY.)	\$	PIAA District XI-Appointed Contest(s) Manager's Signature <b>LINE B</b>
<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.</b>		

PLEASE USE BLACK INK AND PRINT CLEARLY OR TYPE.