Tournament Income and Expense Statement

Form Instructions

Useage 1: The Budget tab of this form is used when the user wishes to prepare the tournament income/expense/budget report electronically.

Useage 2: The Final Statement tab of this form is used when the user wishes to prepare the actual income results report at the conclusion of the current year's tournament.

Prepared By: This form should be prepared by the tournament treasurer.

Usage 1 Instructions:

1. The **Budget** tab is the report that must be submitted as part of the Tournament Application.
   The **FeeCalc** tab will help you to plan how much to budget for as income from entry fees and referee commitment deposit fees.
   Therefore, you should begin by filling out the FeeCalc chart. Instructions for doing so are listed under that chart.
2. Once you have input the information on the **FeeCalc** tab, you will notice that the budget amounts for Team Registration Fees and Referee Commitment Fees on the center column of your **Budget** tab are now poplulated with the totals you calculated on the FeeCalc tab.
3. You are now ready to fill out the remaining information on the **Budget** tab.
4. At the top of the report, fill in the **Tournament Name**, **Tournament Dates** and **Report Date** (the date you are preparing this report).
5. Provide the **AYSO NAP bank account number** and **bank name** where your tournament account resides.
6. In the two budget/expense columns, enter the **year designations** as appropriate. Column 1 is the previous year's actuals; column 2 is for the current tournament year's budget forecast.
7. You are now ready to enter your **expense and budget information**. The information must be entered in the appropriate corresponding NAP categories. You will notice that as you enter data into the appropriate cells, the totals for Income, Expense and Profit/Loss are automatically calculated for you. Remember that in the 2nd column, the total budget amounts for Team Registration and Referee Commitment fees are already populated, so you don't need to enter anything further there.
8. Once you have completed entering all of your expense/budget information, you should then enter the **profit/loss disbursement statement**. This should be a brief explanation of how the proceeds for this tournament (as shown in the Estimated Profit (Loss) cell) will be put to use. Be sure that this statement is consistent with the Purpose statement on the Tournament Authorization Form.
9. **Prepared By**: please enter the name of the person who prepared this form. Typically, this is the tournament treasurer's name.
10. That's it, you are now completed with this report. Print out this form and include it with your Tournament Application Package.

Usage 2 Instructions:

1. The **Final Statement** tab is the report that must be submitted within 90 days of the conclusion of the current year's tournament.
2. At the top of the report, fill in the **Tournament Name**, **Tournament Dates** and **Report Date** (the date you are preparing this report).
3. Provide the **AYSO NAP bank account number** and **bank name** where your tournament account resides.
4. Now it is time to copy the first two columns of income/expense data over from the Budget tab:

   a. on the **Budget** tab, place your cursor in cell **G18**. Click and drag your cursor to cell **I51**. This should highlight the entire 2 columns of data.

   b. from the **Edit** menu, select **Copy**.

   c. now go to the **Final Statement** tab. Place your cursor in cell **E18**.

   d. from the **Edit** menu, select **Paste**. This has now copied all of the data for the first two columns into the Final Statement report.
5. Now you are ready to begin entering this year's actual data into the 3rd column.
6. Enter the **year designation for this year's tournament** at the top of **column 3**.
7. Enter the **actual income and expense data** for this year's tournament into the appropriate cells in column 3.
8. The **profit/loss disbursement statement** should match what was entered on the Budget tab.
9. That's it, you are now completed with this report. Print out this form and route it to the appropriate contacts for approval (should be the same contacts that approved your Tournament Application Package).

Tournament Income and Expense Statement

Tournament Name: _____

Tournament Dates: _____ **Report Date:** _____

Notes:
1. Tournament funds must conform to the National Accounting Plan (NAP).
2. This year's projected budget must be sent as part of the tournament application.
3. This report must be prepared by the designated tournament treasurer.
4. All costs and budgets must be entered in the appropriate NAP account category.

AYSO NAP Account Bank Name: _____ **Account Number:** _____

		Last Year Actual Financial Statement Year _____		This Year Projected Budget Year _____
Estimated Income:				
4021	Team Registration Fees			$ -
4022	Referee Commitment Fees			$ -
4024	Concessions (Tournament Operated)			
4024	Sales (T-shirts, Pins, etc.)			
4040	Vendors (Outside Concessions)			
4310	Sponsors & Contributions			
4959	Seed money from last year's tournament			
4959	Other (provide details)			
	Total Estimated Income (I)	$ -		$ -
Estimated Expense:				
4006	Team Registration Refunds			
4023	Referee Commitment Refunds			
5111	Field Supplies (Paint, Tents, Port-a-Potties)			
5115	Field Expenses (Facilities Costs/Fees)			
5220	Player Awards (Trophies, Pins, T-shirts, etc.)			
5221	Coach Gifts			
5222	Referee Gifts			
5223	Tournament Other (provide details)			
5224	Water, Food (Referees, Staff)			
5225	Concessions (Tournament Operated)			
5226	Medical Personnel			
5227	Tournament Planning Meetings			
5255	Programs			
5262	Fund Raising Expenses (Merchandise)			
7515	Phone, Internet/Website			
7535	Postage			
7625	Office Supplies, Copies			
8595	Seed money for next year's tournament			
8595	Contingency (provide details)			
	Total Estimated Expense (E)	$ -		$ -
	Estimated Profit (Loss) (I-E)	$ -		$ -

Profits will be dispersed in the following way:

Team Entry Fee and Referee Commitment Fee Calculation Chart

Age Division	Number of Teams	Entry Fee	Total Entry Fees	Refere Commit. Fee	Total Ref Commit.	Total Fees
BU19			$ -		$ -	$ -
GU19			$ -		$ -	$ -
BU16			$ -		$ -	$ -
GU16			$ -		$ -	$ -
BU14			$ -		$ -	$ -
GU14			$ -		$ -	$ -
BU12			$ -		$ -	$ -
GU12			$ -		$ -	$ -
BU10			$ -		$ -	$ -
GU10			$ -		$ -	$ -
Totals:	0		$ -		$ -	$ -

Instructions:

Use this chart to calculate the total expected income from team registration fees and referee deposit fees.

1. In the '**Number of Teams**' column, enter the number of teams you expect to have in each age division.
2. In the '**Entry Fee**' column, enter the team entry fee for each age division.
3. In the '**Referee Commit. Fee"** column, enter the referee commitment fee amount for each age division.

Result:

The **Total Entry Fees** column shows the total team fees for each age division, with the overall total at the bottom.

The **Total Ref Commit.** column shows the total referee commitment fees for each age division, with the overall total at the bottom.

The **Total Fees** column shows the total team fees for each age division, with the overall total at the bottom.

Final Tournament Income and Expense Statement

Tournament Name: _____

Tournament Dates: _____ **Report Date:** _____

Notes:
1. Tournament funds must conform to the National Accounting Plan (NAP).
2. This year's actual report must be prepared within 90 days of the completion of the tournament.
3. This report must be prepared by the designated tournament treasurer.
4. This report must be routed for the same approvals as the original tournament application.

AYSO NAP Account Bank Name: _____ **Account Number:** _____

		Last Year Actual Financial Statement Year _____		This Year Projected Budget Year _____		This Year Actual Financial Statement Year _____
Estimated Income:						
4021	Team Registration Fees					
4022	Referee Commitment Fees					
4024	Concessions (Tournament Operated)					
4024	Sales (T-shirts, Pins, etc.)					
4040	Vendors (Outside Concessions)					
4310	Sponsors & Contributions					
4959	Seed money from last year's tournament					
4959	Other (provide details)					
	Total Estimated Income (I)					$ -
Estimated Expense:						
4006	Team Registration Refunds					
4023	Referee Commitment Refunds					
5111	Field Supplies (Paint, Tents, Port-a-Potties)					
5115	Field Expenses (Facilities Costs/Fees)					
5220	Player Awards (Trophies, Pins, T-shirts, etc.)					
5221	Coach Gifts					
5222	Referee Gifts					
5223	Tournament Other (provide details)					
5224	Water, Food (Referees, Staff)					
5225	Concessions (Tournament Operated)					
5226	Medical Personnel					
5227	Tournament Planning Meetings					
5255	Programs					
5262	Fund Raising Expenses (Merchandise)					
7515	Phone, Internet/Website					
7535	Postage					
7625	Office Supplies, Copies					
8595	Seed money for next year's tournament					
8595	Contingency (provide details)					
	Total Estimated Expense (E)					$ -
	Estimated Profit (Loss) (I-E)					$ -

Tournament profits will be dispersed in the following way:

SIGNATURES: (Only required when column 3 is completed)

Tournament Treasurer: _____ **Date:** _____

Tournament Director: _____ **Date:** _____

Hosting Regional Commissioner: _____ **Date:** _____

Area Director: _____ **Date:** _____

SectionTournament Administrator: _____ **Date:** _____

Section Director: _____ **Date:** _____

National Director of Tournaments or Designee: _____ **Date:** _____