

**NCHSAA Ticket Accountability Form and Play-off Financial Report**

In order to better provide accountability of ticket sales in play-off contests, the following form has been developed. The meet director is responsible for completing this form and returning it along with a check to:  
 NCHSAA, Attention: Gary Cavanaugh, P.O Box 3216, Chapel Hill, NC 27515

Sport		Site		Classification			Date	
<b>Admission Tickets Sold</b>								
<u>Beginning Number</u>	<u>thru</u>	<u>Ending Number</u>	<u>+ 1=</u>	<u>Total Tickets Sold</u>	<u>@</u>	<u>Sale Price Each</u>	<u>=</u>	<u>\$ Value</u>
	thru		+ 1=		@	\$7.00	=	
	thru		+ 1=		@	\$7.00	=	
	thru		+ 1=		@	\$7.00	=	

Total Tickets Sold \_\_\_\_\_

- A) Total Gate Receipts (A)\$ \_\_\_\_\_
- B) Less: Endowment (\$1 per Ticket Sold) (B)\$ \_\_\_\_\_
- C) Gross Revenue (Line A – Line B) (C)\$ \_\_\_\_\_
- D) Expenses
- Officials (MAX \$100) \$ \_\_\_\_\_
- Other Expenses (MAX \$1,500) \$ \_\_\_\_\_
- \*Please attach itemization \$ \_\_\_\_\_
- Total Expenses (D)\$ \_\_\_\_\_
- E) Net Revenue (Line C - Line D) (E)\$ \_\_\_\_\_
- F) NCHSAA Share (.50 x Line E) (F)\$ \_\_\_\_\_
- G) Host School Share (.50 x Line E) (G)\$ \_\_\_\_\_
- H) Check to NCHSAA=NCHSAA Share (Line F) + \$1 per ticket (Line B) (H)\$ \_\_\_\_\_

Director's Signature \_\_\_\_\_ School Name \_\_\_\_\_ Date \_\_\_\_\_

A copy of this ticket accountability form, financial report and a check for the NCHSAA Share (Line F) + \$1 per total # of tickets sold must be in the NCHSAA office no later than 10 days following the date of the contest. This form is to be forwarded to the NCHSAA regardless of revenue. Failure to complete this form within the ten day limit is subject to a fine.

**For office use only:**  
 Date received: \_\_\_\_\_ Check # \_\_\_\_\_ Check Amount: \_\_\_\_\_

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 NCHSAA, Attention: Gary Cavanaugh, PO Box 3216, Chapel Hill, NC 27515

\_\_\_\_\_ Sport \_\_\_\_\_ Site \_\_\_\_\_ Classification \_\_\_\_\_ Date

**Admission Tickets Sold**

Beginning Number	thru	Ending Number	+ 1=	Total Tickets Sold	@	Sale Price Each	=	\$ Value
	thru		+ 1=		@	\$10.00	=	
	thru		+ 1=		@	\$10.00	=	
	thru		+ 1=		@	\$10.00	=	

Total Tickets Sold \_\_\_\_\_

- A) Total Gate Receipts (A)\$ \_\_\_\_\_
- B) Less: Endowment (\$1 per Ticket Sold) (B)\$ \_\_\_\_\_
- C) Gross Revenue (C)\$ \_\_\_\_\_
- (Line A – Line B)
- D) Expenses (D)\$ \_\_\_\_\_
  - Director's Fee (MAX \$100) \$ \_\_\_\_\_
  - Officials \$ \_\_\_\_\_
  - Misc. Expenses(\*Please attach itemization) \$ \_\_\_\_\_
  - \* (Maximum Data Entry Fee \$100) Total Expenses (D)\$ \_\_\_\_\_
- E) Net Revenue (C-D)\* (E)\$ \_\_\_\_\_
- F) **Check to NCHSAA=Net Revenue (Line E)+\$1 per ticket (Line B)** (F)\$ \_\_\_\_\_

\_\_\_\_\_ Director's Signature \_\_\_\_\_ School Name \_\_\_\_\_ Date

A copy of this ticket accountability form, financial report and a check for the NCHSAA share (Line E) + \$1 per total # of tickets sold must be in the NCHSAA office no later than 10 days following the date of the contest. This form is to be forwarded to the NCHSAA regardless of revenue. Failure to complete this form within the ten day limit is subject to a fine.

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