

## Form Instructions – Tournament Income and Expense Form

### Purpose:

This form is in the format of a Microsoft Excel workbook. When completed, it is used to produce two separate reports;

- The Tournament Income & Expense Report
- The Tournament Final Financial Statement Report

The Tournament Income & Expense Report form is prepared as a part of the initial Tournament Application Package. This is commonly referred to as the “tournament budget”. It contains the actual financial report from last year’s tournament as well as the projected budget for this year’s tournament. This form receives approval as a part of the Application Package.

The Tournament Final Financial Statement Report is prepared within 90 days of the completion of the tournament.

Both forms should be prepared by the designated Tournament Treasurer who is trained in AYSO accounting procedures.

### Entry Instructions:

Instructions on the preparation of each Report are included within the Excel workbook. The workbook is organized into four worksheets as follows:

**Instructions** Tab – This tab contains instructions on how to fill out the other three tabs.

**Budget** Tab – this is the Tournament Income and Expense Report, to be filled out and inserted into the Tournament Application Package.

**FeeCalc** Tab – this worksheet assists the tournament financial planner to calculate the total anticipated fee income according to the number of teams expected.

**Financial Statement** Tab – this is the Tournament Final Financial (Income & Expense) Statement Report, to be prepared at the conclusion of each tournament.