

APPENDIX 5 - INTERNATIONAL ATC HOCKEY TOURNAMENT
STATEMENT OF EARNINGS

The Statement of Earnings form has been developed to provide an accounting system for Tournament Hosts. Completion of this form is voluntary unless the Host declares a financial loss. In the event of a loss the Host is required to complete the Statement of Earnings and submit it to the Rules Committee no later than June 1 after their Tournament. The Rules Committee will then audit the Statement and reimburse the Host in accordance with its findings.

The Tournament is a not-for-profit event. After all tournaments debts are settled, including the \$5 per person Hockey Fund Levy, monies should go to the tournament fund or be appropriately allocated between the tournament fund and the tournament charity.

It is requested that all Hosts complete the Statement of Earnings form to help future Hosts better plan for upcoming Tournaments.

Directions:

The Statement of Earnings is an Excel form. Double-click anywhere on the form. Use your pointer or cursor to move between cells and insert sums or words. Sums will auto-total. Be sure to indicate the Host, Tournament year, location, currency type, and who prepared the document. When you are ready to exit the form, make sure you scroll the side bar of the Excel form to the top, then move your pointer outside of the Excel form in the side margin and click. The form will then close. Select "print page" and the page with form on it will print.

This form is as large as it can be to fit on one page. To keep this a one-page document, utilize the existing revenue/expense categories. If you need a category that is not listed in the revenue/expense column, utilize the "other" categories and change the name from "other" as needed. If there are not enough "other" categories to fit your needs, combine expenses into relevant categories already listed and attach additional pages to the form to describe the combined categories. If there is a category not being used, you may change that name to use as needed. Inserting any additional lines into this document may impact the auto-sums as well as the document size.

Remember the more detailed and accurate this statement is, the more useful it is for future organizers. Feel free to attach any documents you think will be helpful to future tournament hosts.

Questions? Contact a Rules Committee Member

SAMPLE STATEMENT OF EARNINGS FORM:

HOST/YEAR: Dallas/2525
LOCATION: Dallas
CURRENCY: U.S. Dollars

REVENUE

Registrations - Players 440 X \$200	\$ 88,000.00
Registrations - Non Players 164 X \$100	\$ 16,400.00
Merchandise Sales	\$ 3,000.00
Corporate Sponsorship	
Other Sponsorship	\$ 1,500.00
Commissions/Incentives	
Lotteries/Draws	\$ 1,280.00
Other -	
<i>Total Revenue</i>	<u>\$ 110,180.00</u>

EXPENSES

Welcome Package	\$ 4,200.00
Meet & Greet	\$ 6,765.31
Audio/Video Rental	
Transportation to Rinks	\$ 11,428.00
Transportation - Other	
Hospitality Suite	\$ 10,700.00
Team Rep/Rules Committee Meetings	
Ice Rental	\$ 9,500.00
Referees/Scorekeepers	
Stationary and Signage	
Beverages/Cups/Ice	
Pucks/Trophies/Prizes	\$ 900.00
Screech/Certificates	\$ 218.67
Vehicle Rentals	
Hockey Sweaters (old time)	
Dressing Room Beverages	\$ 1,700.00
Programs/Literature	
First Aid - Medical Coverage	\$ 800.00
Insurance	\$ 345.00
Administration	
Cell/Long Distance allowance	\$ 254.02
Liquor Expenses - Other	\$ 5,532.00
Team photos/video taping	
Closing Banquet	\$ 45,300.00
Volunteer Expenses	\$ 980.00
Merchandise	\$ 2,700.00
Miscellaneous	
Other -	
Other -pre-tournament meeting	\$ 857.00
Other -	
Other -	
<i>Total Expenses</i>	<u>\$ 102,180.00</u>

GAIN (LOSS) BEFORE PROVISIONS \$ 8,000.00

ATC Hockey Fund Levy \$5 Per Person \$ 3,020.00
 Charitable Donation \$ 3,400.00

\$5 x 604 Registered Players

NET INCOME (LOSS) \$ 1,580.00

Completed by:

Additional ATC Hockey Fund Contribution \$ 1,580.00

Joe Calculator

Statement of Earnings Form

REVENUE

Registrations - Players _____ X \$ _____
 Registrations - Non Players _____ X \$ _____
 Merchandise Sales
 Advertising Sales
 Corporate Sponsorship
 Other Sponsorship
 Commissions/Incentives
 Lotteries/Draws
 Other - (insert a category)

HOST/YEAR:
LOCATION:
CURRENCY:

Total Revenue
 \$0.00

EXPENSES

Welcome Package
 Meet & Greet
 Audio/Video Rental
 Transportation to Rinks
 Transportation - Other
 Hospitality Suite
 Team Rep Meetings
 Ice Rental
 Referees/Scorekeepers
 Stationary and Signage
 Beverages/Cups/Ice
 Pucks/Trophies/Prizes
 Screech/Certificates
 Vehicle Rentals
 Hockey Sweaters (old time)
 Dressing Room Beverages
 Programs/Literature
 First Aid - Medical Coverage
 Insurance
 Administration
 Cell/Long Distance allowance
 Liquor Expenses - Other
 Team photos/video taping
 Closing Banquet
 Volunteer Expenses
 Merchandise
 Miscellaneous
 Other - (insert a category)
 Other - (insert a category)
 Other - (insert a category)

Total Expenses
 \$0.00

GAIN (LOSS) BEFORE PROVISIONS

 \$0.00

ATC Hockey Fund Levy \$5 Per Person

\$5 x _____ Registered Persons

Charitable Donation

NET INCOME (LOSS)

 \$0.00

COMPLETED BY:

Additional ATC Hockey Fund Contribution

 \$0.00