

# WOSSAA CONVENOR'S FINANCIAL REPORT

<b>Activity</b>	
<b>Date</b>	
<b>Location</b>	

	Income		Expenses	
<b>Individual Entry Fees (# of athletes X fee)</b>			<b>Awards</b>	
<b>Team Entry Fees (# of teams X fee)</b>			<b>Officials</b>	
<b>Gate Receipts</b>			<b>Facility Rental</b>	
<b>Clothing</b>			<b>Supply Teacher</b>	
			<b>Food/Drink</b>	
			<b>Equipment/Supplies</b>	
			<b>Medical</b>	
<b>TOTAL INCOME</b>			<b>TOTAL EXPENSES</b>	
<b>Profit/Deficit (profit of more than \$100 is divided)</b>				
<b>WOSSAA Share (35%)</b>				
<b>Host School (65%)</b>				

**Notes**

1. AT A MINIMUM, the cost of the awards must be remitted to WOSSAA regardless of profit/deficit. Please include/send a cheque(s) for the cost of the awards and WOSSAA's share of any profits.
2. Please complete the "Income - Entry Fees" section of the report based on whether or not the fees for the Championship are based on individual or team registration.
3. The Convenor's Reports (and Convenor Box) are due back to the Executive Director by 30 days after the Championship. Please include/submit receipts for all expenses.

**CONVENOR'S SIGNATURE:** \_\_\_\_\_  
Please scan/send the Convenor Reports ASAP after the Championship.