

Instructions for using the Budget Sheet

Only cells that are coloured purple can be edited. All other cells contain formulas and are locked

Track expenses and payments PER PLAYER. Anything left over at end of season must be either paid back, or spent on team events.

For fund raising activities, split the funds collected based on either actual funds collected per individual (Coco Brooks - for example), or evenly based on those that participate in the fund-raising activity (bottle drive - for example).

Do not set up a team bank account. Ensure that you have identified a Team Treasurer to manage the funds.

The spreadsheet as provided is filled in with some examples. Delete those examples before using your copy.

For any questions on this sheet, contact your division coordinator or club treasurer

A copy of this spreadsheet must be emailed to Knights treasurer by June 15th of the season. This will allow the board to review team funds and identify any possible concerns prior to end of season.

Using the Spreadsheet

"Team Budget" Sheet

Enter your team division and level

Enter your season

Enter your name and phone number - whomever is managing the budget for the team

Decide with your team what your main expenses will be during the season, and enter anticipated amounts into the "Estimated" column on the on the Team Budget page. This will help you determine amounts for cash calls and additional fund raising

Once you know your expense items, determine how you want to fund those activities. Enter those activities and expected amounts into the appropriate section on the Team Budget page

"Players" Sheet

Enter the name of each player into the section at the top. You may prefer to enter their jersey number as well. Ask your coach for the team roster.

Track the funds owing and collected by player. The total at the bottom will help you see who is still owing funds or has paid more and is owed back by end of season.

If you are an experienced MS Excel user and want to unlock the spreadsheet to make formula changes, contact the Knights Treasurer for the password.

You can only return funds collect from cash calls. Any fundraising funds MUST be spent.

Raffles are not allowed as fundraising activities unless express permission provided by Knights board.

Treasurer email can be found on Knights website - contacts

Example

*PeeWee B
2018*

John Smith - 403-555-1212

Keep in mind that Lacrosse is a short season and there are limited opportunities for fund raising. Cash calls may be the most reliable option - particularly at the start of the season when tournaments need payment to ensure a spot.

Calgary Knights Lacrosse

Enter division and

Enter season

Enter Team Treasurer name and

EXPENSES		Estimated	Actual
1	Tournament 1	900.00	900.00
2	Tournament 2	1000.00	999.90
3	Coaches Gifts	100.00	360.00
4	Year End Party	500.00	450.00
5		0.00	450.00
6		0.00	0.00
7		0.00	0.00
8		0.00	0.00
9		0.00	0.00
10		0.00	0.00
11		0.00	0.00
12		0.00	0.00
13		0.00	0.00
14		0.00	0.00
15		0.00	0.00
Expenses:		\$ 2,500.00	\$ 3,159.90

REVENUE		Estimated	Actual
1	Cash Call 1	1500.00	800.00
2	Bottle Drive	500.00	750.00
3	Meat Sales	600.00	540.00
4	Cash Call 2	500.00	25.55
5		0.00	0.00
6		0.00	0.00
7		0.00	0.00
8		0.00	0.00
9		0.00	0.00
10		0.00	0.00
Revenue:		\$ 3,100.00	\$ 2,115.55

Balance: \$ 600.00 \$ (1,044.35)

- Team Budget Sheet

d level here
o here
nd phone number here

Description / Justification

Description / Justification

These amounts need to come to 0!

LAST NAME, First name
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Expenses Out																			
Tournament 1	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Tournament 2	\$55.55	\$55.55	\$55.55	\$55.55	\$55.55	\$55.55	\$55.55	\$55.55	\$55.55	\$55.55	\$55.55	\$55.55	\$55.55	\$55.55	\$55.55	\$55.55	\$55.55	\$55.55	\$55.55
Coaches Gifts	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Year End Party	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Team building event	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
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Expenses Out Total	\$175.55	\$175.55	\$175.55	\$175.55	\$175.55	\$175.55	\$175.55	\$175.55	\$175.55	\$175.55	\$175.55	\$175.55	\$175.55	\$175.55	\$175.55	\$175.55	\$175.55	\$175.55	\$0.00
Cash In																			
Cash Call 1	\$100.00		\$100.00	\$100.00					\$100.00	\$100.00				\$100.00				\$100.00	\$100.00
Bottle Drive		\$150.00		\$150.00	\$150.00	\$150.00					\$150.00								
Meat Sales	\$50.00	\$25.00	\$15.00						\$50.00	\$45.00			\$100.00		\$150.00	\$55.00		\$15.00	\$35.00
Cash Call 2	\$25.55																		
0																			
0																			
0																			
0																			
0																			
0																			
Cash In Total	\$175.55	\$175.00	\$115.00	\$250.00	\$150.00	\$150.00	\$0.00	\$150.00	\$145.00	\$150.00	\$100.00	\$100.00	\$150.00	\$55.00	\$100.00	\$15.00	\$0.00	\$135.00	\$0.00
Player Balance	\$0.00	-\$0.55	-\$60.55	\$74.45	-\$25.55	-\$25.55	-\$175.55	-\$25.55	-\$30.55	-\$25.55	-\$75.55	-\$75.55	-\$25.55	-\$120.55	-\$75.55	-\$160.55	-\$175.55	-\$40.55	\$0.00
BANK ACCOUNT																			

name	
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	\$900.00
	\$999.90
	\$360.00
	\$450.00
	\$450.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
\$0.00	\$3,159.90
	\$800.00
	\$750.00
	\$540.00
	\$25.55
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
\$0.00	\$2,115.55

\$0.00	-\$1,044.35
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:	\$2,115.55
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