

APPENDIX I

FINANCIAL STATEMENT
TO: NATIONAL JUNIOR BASKETBALL LEAGUE

CHAPTER NAME: _____

DATES REPORT COVERS: FROM: _____ THROUGH: _____

E.I.N. _____

REPORT PREPARED BY: _____

DATE REPORT PREPARED: _____ (report due to NJB Headquarters by May 31st)

Because NJB is a Non-Profit, Tax-Exempt Organization, the National Headquarters is required to secure a Financial Statement from each of the chapters. Please review all pages of this report before you begin filling it out. Send the original to National Junior Basketball League and keep a copy for your files.

Your financial records must be retained to substantiate your report. All revenue received must be deposited in a timely manner. Your bank deposits must equal the revenue reported on this form.

Please call the National Headquarters if you should have any questions.

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REVENUE RECEIVED:

Registration/Entry Fees	\$ _____
Fundraisers	\$ _____
Sponsor Donations	\$ _____
Contributions	\$ _____
Concessions Stands	_____
(Gross Income)	\$ _____
Interest Earned	_____
(From Bank Accounts)	\$ _____
Sale of Equipment	\$ _____
Sale of event Tickets	\$ _____
Other: (List)	_____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL REVENUE RECEIVED.....\$ _____

EXPENSES PAID:

Gymnasium Fee	\$ _____
Telephone	\$ _____
Chapter Insurance	\$ _____
Contract Services (Referees/Misc. Labor)	\$ _____
Supplies (Paper, etc.)	\$ _____
Postage/Freight	\$ _____
Photography Expense	\$ _____
Athletic Publications (Rule/Guide Books)	\$ _____
Legal & Professional Fees	\$ _____
Licenses/Fees/Bonds	\$ _____
Bank Charges	\$ _____
Uniforms	\$ _____
Athletic Equipment	\$ _____
Advertising (Posters, etc.)	\$ _____
Fund Raising Expenses	\$ _____
Printing Expenses	\$ _____
Auto Expense (\$.20/mile)	\$ _____
Meals/Food	\$ _____
Concession Stands Expenses (Do NOT include labor)	\$ _____
Awards (Trophies/Ribbons, etc.)	\$ _____
Registration/Team Fees	\$ _____
Refunds	\$ _____
Other: (List)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL EXPENSES PAID.....\$ _____

NOTE: You shall retain receipts and/or invoices for ALL expenses paid. If you reimburse someone for their out-of-pocket expenses, they will give you their receipts. If you pay mileage, you shall secure a list of places the person went and the number of miles for each trip. For any CONTRACT SERVICES/LABOR - At the end of the calendar year, 1099 Forms shall be filled out for ANYONE receiving MORE than \$600.00.

SUMMARY:

Beginning Bank Balance \$ _____
(Beginning Date of Report)

Ending Bank Balance \$ _____
(Ending Date of Report)

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TOTAL REVENUE RECEIVED: (Page 1) \$ _____

TOTAL EXPENSES PAID: (Page 2)(Minus) - \$ _____

TOTAL NET INCOME: (Equal) \$ _____

Reconciliation of Report and your Records:

Your beginning bank balance Plus the above "Net Income" figure should Equal your ending bank balance Plus any petty cash on hand. If they do not balance, you have made a mistake on this report within your records.