



LEAGUE TENNIS BUDGET FORM

Local League Name: _____

Coordinator's Name: _____

Address: _____

Home Phone Number: _____

Work Phone Number: _____

Fax Number: _____ Fee per player: _____

Expenses: Please list/identify all that pertain to your local league

<i>Local Staff</i>	<i>Supplies</i>	<i>Travel</i>	<i>Income</i>
Coordinators _____	Court Fees _____	Meals _____	_____
Officials _____	Tennis Balls _____	Lodging _____	\$ _____
Data Entry _____	Trophies _____	Travel _____	
Other _____	Phone _____		
(Score Keeper)	Printing _____		
	Postage _____		
Total _____	Total _____	Total _____	

Meetings: Itemize Cost of meeting

EXPENSE REPORT

Please list any other expenses not listed.

Number of participants: _____

Total Income: _____

Total Expenses: _____

Signature: _____ Date: _____

Record Keeping:

1. Keep all receipts and attach to budget report.
2. Provide all team captains with a breakdown of how league fees are used.
3. Provide your district and/or section with a copy of your budget.

***This form can be used prior to the start of your local league to estimate income and expenses for the upcoming season. It should also be used at the completion of your local league season to report all income and expensed incurred during this period.