



Procedure: Camp/Clinic Financial Report

Tulane University will employ the following procedure regarding completion of the Camp/Clinic Financial Report.

1. The Camp Director is required to complete the Camp/Clinic Financial Report in its entirety.
2. At the top of the form list the name of the camp/clinic, date(s) of the camp/clinic and the name of the Camp Director.
3. The Camp Director will list and total all revenues and expenditures to determine net profit or a loss.
4. Once the form is completed the person who prepared the report will sign the form and submit to the Compliance Office
5. The Compliance Office will forward the document to the Business Office.
6. The Business Office will reconcile all accounts related to the camp/clinic.



Camp/Clinic Financial Report

Name of Camp/Clinic: _____

Name of Camp/Clinic Director: _____

Dates of Camp/Clinic: _____

Revenue:

Entry Fees ¹	_____
Sponsorships	_____
Trade-outs ²	_____
Other _____	_____
Other _____	_____
Other _____	_____

Total Revenue _____

Expenditures:

Salaries	_____
Officials	_____
Trainers	_____
Lodging	_____
Meals	_____
Awards	_____
Postage	_____
Printing	_____
Rental Fee	_____
Athletic Supplies	_____
Insurance	_____
Taxes	_____
Trade-outs ³	_____
Other _____	_____
Other _____	_____
Other _____	_____
Other _____	_____
Other _____	_____

Total Expenditures _____

Net Profit (Loss)⁴ _____

Prepared by: _____

Date: _____

¹ Attach a completed Attendance List

² Attach a separate listing of any trade-outs received

³ Attach a separate listing of any trade-outs given

⁴ On a separate sheet, describe how profits will be distributed or identify the source(s) of funds for covering deficits