



Little Miss Kickball International, Inc.  
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## EXPENSE ACCOUNT BREAKDOWN

### PROFESSIONAL FUNDRAISING FEES

Fees or percentages of profits paid to a professional group raising funds for your League. You must report the total amount made on the REVENUE ACCOUNT BREAKDOWN (Form A-19) and show how much you paid to the professional group on the EXPENSE ACCOUNT (see example on right).

### SIGNS/ADS

Any type of advertisement – newspaper ads, radio, signs on the field, etc.

### CONCESSION STAND

Any item bought for the concession stand except concession stand equipment.

### CONCESSION STAND EQUIPMENT

Major items – refrigerators, ice machines, microwaves, etc. Major items must be added to ASSET LIST (Form A-2).

### FIELD MAINTENANCE

Any money put into the field area that does not fall under Construction/Repair.

### OPERATIONS

Skid-O-Can, dumpsters, etc.

### GAME EQUIPMENT

Balls, clickers, bases, rulebooks, scorebooks, etc. Add large items to ASSET LIST.

### CONSTRUCTION REPAIR

Any construction or repair expense – score boxes, bleachers, fences, etc. Be sure and add any large items to the Asset List.

### UNIFORM FEES

All uniforms – Includes regular season and All-Stars.

### TOURNAMENT FEES

Fees only.

### TRAVEL

Any traveling done by the League and paid by the League – tournaments, officers to Corporation meetings, gas, food, hotels, etc.

### TROPHIES/PRIZES

All trophies, ribbons, etc. Prize money if not associated with a fundraising drive.

### FUNDRAISER DRIVE

List each fundraiser separately.

### REFUNDS/REBATES

List what account the refund is in - Registration, Uniforms, etc. Rebates – Electric, Insurance, etc.

### MISCELLANEOUS

Keep this low – gifts, flowers, bank charges, etc.

*When a League goes out of town on tournament play, some Leagues issue a lump sum in cash to a person in charge. When the tournament is over and cash money is brought back to the League Treasurer, it shall be deposited and be entered in the book as a re-deposit from the tournament expenses. ONLY ADD to your primary checking account. When you do your final report sheet, list ONLY expenses incurred at the tournament. DO NOT add the re-deposit to your Revenue Account Breakdown.*

### EXPENSE ACCOUNT - Example

Charter Fees  
 Convention/Clinic Fees  
 Accounting/Legal Fees  
 Fines  
 Professional Fundraising Fees

Telephone  
 Utilities  
 Postage  
 Printing  
 Signs/Advertisements

Concession Stand  
 Concession Stand Equipment  
 Field Maintenance  
 Operations Expense  
 Construction/Repair  
 Game Equipment

Uniforms  
 Tournament Fees  
 Travel

- A. Gas
- B. Lodging
- C. Food
- D. Other

Trophies/Prizes  
 Insurance  
 A. Player  
 B. Spectator

Fundraising – ONLY 3  
 A. Raffle  
 B. BBQ  
 C. Coke Sales

Refunds/Rebates  
 A.  
 B.

Scholarship

Miscellaneous

Interest

Bad Checks  
 (Not Collected) \_\_\_\_\_ Total \$ \_\_\_\_\_