NEW ENGLAND SWIMMING MEET FINANCIAL REPORT

The purpose of this report is to allow New England Swimming to compile cost and income averages to properly set fees and surcharges such that clubs can run meets at a profit. Submission of financial information is required within 30 days of the meet by USA Swimming rule 341.3(8).

CLUB: ________________________________ MEET DATES: ________________________________

Sanction #: ___________________________ Facility: ________________________________

Number of lanes: __________ Numbers of sessions: __________

Did you exceed: 4 hours/session? ______ If yes, for how many sessions: __________

INCOME:

Paid entries: (attach the Team report from Meet Manager)

1. Entry Fees received $___________

2. Swimmer Participation Fee __________ @ $ __________ each = $___________

3. Amount received at the door:
   Admissions was $ __________ per session
   Programs were $ __________ per session/meet
   $___________

4. Food concession: (cash income less actual club expenses) $___________

5. Other concessions: (cash income less actual club expenses) $___________

6. Other income: (please explain) $___________

7. Baseline meet income: (add lines 1—7) $___________

Additional income:

8. Program advertising: $___________


10. Donations: other: $___________

11. Total additional income: (add lines 9—10): $___________

12. TOTAL INCOME: (add lines 7 and 11) $___________

13. TOTAL EXPENSES: (from line 30 on the back) $___________

14. NET PROFIT (LOSS) FROM MEET $___________

15. If eligible, subsidy expected from New England Swimming $___________

16. TOTAL PROFIT (LOSS) FROM MEET $___________

Report submitted by: ___________________________ Date: ________________
EXPENSES:

17. Facility rental: (include cost of hired personnel) $___________
18. Timing system: (include cost of hired personnel) $___________
19. Other hired personnel: (please explain) $___________

20. Printing: $___________
21. Office supplies $___________

Awards:
22. Ribbons $___________
23. Medals $___________
24. Other (please explain) $___________

25. Refreshments for officials, timers, coaches: $___________

26. New England sanction fee: ($20 per day) $___________
27. ** New England surcharges: For “end of season” meets, see line 32 below.
    For all other meets: Total number of individual entries including your club’s (excluding events 400 and longer and trials & finals events).
    You pay a surcharge on ALL entries regardless of if you were paid, or if they scratched.
    ** To compute the number of entries, use the hy-tek report for calculation:
    Go to: Reports/events/on first tab (events list), check “include entry count” subtract the # of entries for excluded events. Use the “entries” column for calculation, not the ‘comp’ column.

SUBMIT THE HY-TEK REPORT WITH THIS DOCUMENT

Total number of individual entries__________@ $.75 each: $___________

Were there refunds issued for any entries?: # entries refunded: _____________
If so, attach a list of teams, the amount of the refund and an explanation why Total refunded: $ - _____________

28. Subtract refunded from entries:     TOTAL SURCHARGES: $___________

29. Other expenses: (please explain) $___________

30. TOTAL EXPENSES: (add lines 17—29) (also enter on line 13) $___________

OTHER:
31. For “end of season” meets, list total amount of travel fees forwarded to NE.
    # of swimmers entered ____________@ $2.00 each $___________

32. Please explain any special circumstances that had an effect on line 12 (total income) or line 30 (total expenses).

Send this report, your meet evaluation and hy-tek entry report to:
New England Swimming c/o Carol Healey
47 May Street
Needham, MA 02492
SELF EVALUATION FOR NEW ENGLAND MEETS: This self-evaluation must be completed and returned to the New England Office with the meet financial report within 30 days of the meet. Your meet deposit will not be returned unless both are received.

Club: _________________________________ Date of Meet: ____________________

____1. Properly sanctioned with number on the meet information: Sanction # ____________________

____2. Entry information in standard New England Swimming format.

____3. Correct meet information

____4. Meet Subscription:
   Did you use the 75/25 policy for accepting teams in your meet? _____
   If “yes” answer all questions:
   1. List the teams that entered by the date of first acceptance:

   2. List the teams that were invited in the 75%:

   3. List the teams that were accepted in the 25%:

   4. If a lottery was necessary, list the teams that were cut in the lottery process:

   5. List the teams that were accepted after the date of first acceptance:

   6. List the teams that entered after the date of first acceptance and were not accepted:

      If “no” answer questions 1, 4, 5, and 6

If necessary, please use the back of this sheet.

____5. Meet information sent to web master in a timely fashion to post on the website

____6. Meet run according to New England policies

   ____ A. An adequate number of Safety Marshals

   ____ B. 4 hour time limit
C. Format followed as published in meet information
D. Officials and timers from host team
E. All swimmers registered with USA Swimming with correct ID numbers

7. Please describe any problems with the facility or equipment:

8. Results posted promptly
   A. Results properly arranged
   B. Hy-tek meet back-up sent to webmaster@neswim.com within 24 hours of the completion of meet

9. Financial report returned to New England office within 30 days

10. Surcharges paid within 30 days

Please explain any problems or deviations from New England policies:

I certify that all New England policies have been followed and request the return of our $200 deposit.

Name:______________________________ Date:____________________

Please return the check to: Name:

Address:

Send this form to:
New England Swimming
c/o Carol Healey
47 May Street
Needham, MA 02492