



STEPS TO FILL OUT THE NBIAA FINANCIAL FORM

- Step 1:** Enter "Entry Fee" amount that has *not* been collected, as per O.R. 5.1.
- Step 2:** Enter "Gate" revenue amounts.
- Step 3:** Enter allowed expenses, as per O.R. 5.1.
Depending on the calculations, a profit or a loss will be displayed in the "Total Profit/Loss" amount.
- Step 4:** If there is a profit, that amount must be subtracted from the entry fee amount and invoiced to each school:
EX: 50% rebate profit (\$138) divided by (6) participating schools would be \$23, minus the \$80 Entry fee; each school owes \$57.
- If there is a loss, each participating school would add that amount to their entry fees.
EX: \$120 loss, divided by (6) participating schools would be \$20 plus the \$80 Entry fee; each school owes \$100.

The host is responsible to invoice each participating team.

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