

**CCS FOOTBALL HOST SCHOOL  
FINANCIAL REPORT**

(required from schools hosting a CCS  
1st Round Football Play-off game)

*California Interscholastic Federation*  
**Central Coast Section**

Governance of H.S. Athletic Programs  
from San Francisco to King City

**HOST SCHOOL:** \_\_\_\_\_ **vs** \_\_\_\_\_

**DATE OF GAME** \_\_\_\_\_ **DIVISION: Open, Large, Medium, Small** (circle one)

**THE HOST SCHOOL IS RESPONSIBLE FOR:**

- Completing the form and submitting it to CCS, along with all items referenced below.
- Ensuring that working personnel, including game officials and Site Director, complete a CCS Contractee Invoice and return them all to CCS with this form. (Do NOT pay anyone; CCS will pay all personnel. If you don't turn in the Contractee Invoices to CCS, the individuals will NOT be paid.)
- Forwarding a check, following the game, for gross game-receipts;
- Ensuring that this form, a check for gross receipts, Contractee Invoices for all personnel to be paid, along with a ticket reporting form, is returned as soon after the competition as possible, but no later than 10-14 days following the game.

**LISTED BELOW ARE THE ONLY PRE-APPROVED EXPENSES AND PAY RATES**

Do not pay any individuals — forward Contractee Invoices to CCS — CCS will pay all personnel

<u>Site Director</u>	\$75.00 FOR ONE GAME = \$ _____
<u>Ticket Takers/Sellers/Program Sellers</u>	# used__ X \$8.00 per hr. X _____ # hours = \$ _____
<u>Game Clock Operator</u>	\$25.00 per game = \$ _____
<u>Announcer</u>	\$25.00 per game = \$ _____
<u>Game Officials</u>	Submit completed Contractee Invoice to CCS for each official
<u>Police</u> (4 max., unless pre-approved by CCS)	# used__ X \$__ per hr. X _____ # hours = \$ _____
<u>Other Security</u> (amounts over \$8 must be pre-approved by CCS)	# used__ X \$8.00 per hr. X _____ # hours = \$ _____
<u>OTHER</u> (with CCS approval)	_____ = \$ _____
<b><u>TOTAL EXPENSES</u> = \$ _____</b>	

Submit a completed CCS Contractee Invoice for all personnel listed above — This is the documentation used by CCS to pay all personnel. If we don't have an Invoice for an individual, he/she will not be paid! Please make sure everyone who works fills out a Contractee Invoice completely. If any individuals are donating their time to your school for fund-raising, bundle those individual Invoices together, and attach a sheet indicating to whom the check for the total of those bundled Contractee Invoices should be made payable.

**TOTAL INCOME**

Gate Receipts = \$ _____	Pre-Sale Ticket Receipts = \$ _____
Program Sales = \$ _____	<b><u>TOTAL GROSS INCOME</u> = \$ _____</b>

**A check should be forwarded to CCS for this Total Gross income amount ASAP after the contest.**

CCS, 6830 Via Del Oro, Suite 103, San Jose, CA 95119 408-224-2994 FAX: 408-224-0476

**QUESTIONS? CALL HOWARD @CCS 408-224-2994 x 11**

**CCS USE ONLY**

Date: \_\_\_\_\_ Form rec'd \_\_\_\_\_ Invoices rec'd \_\_\_\_\_ Check rec'd \_\_\_\_\_ Amt. \$ \_\_\_\_\_