



EXPENSE PLANNING FORM

The Expense Planning Form MUST be turned in during each monthly treasurer meeting for the NEXT month (ex. Expense for November 2015 should be included on the October 2015 Expense Planning Form). Treasurer Meetings are required to be completed no later than the last Monday of each month. This form will help you, and the Sport Clubs Office Staff, to proactively plan your club's season and practice fiscal responsibility. This form does NOT replace the Expense Request form – Expense Request forms are still required to be submitted for EACH club expense, and each expense must be approved by the Program Coordinator before it will be made. Items not included on this form risk not being purchased. INCOMPLETE forms may not be accepted – make sure to put time and effort into your work.

CLUB INFORMATION											
CLUB NAME				TREASURER NAME AND EMAIL						TREASURER MTG. DATE	
											(Select month below)
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE

EXPENSE CATEGORIES											
Please circle ALL types of expenses your club will be planning this month.											
EQUIPMENT & APPAREL (Athletic equipment, jerseys, team apparel, awards, office supplies, photos)				DUES & GOVERNING BODY FEES (Tournament & league registration, referees, fines, team training, athletic trainer fees)				TRAVEL (Fleet Services rentals, outside rentals, charter bus, airline tickets, housing)			
FACILITY RESERVATIONS & STAFFING (Off campus facility and/or field space/rink rentals, on-campus staffing fees)						SC SUV RENTAL (Sport Clubs SUV rental)					
COACH PAYMENTS						MISCELLANEOUS (Food/catering, reimbursements,)					

PLANNED EXPENSES LIST					
Please provide a COMPLETE list of EACH planned expense					
(Expenses that are not listed on this form risk not being approved; an Expense Request for EACH expense is required)					
DATE	VENDOR	PURCHASE TYPE (Credit Card or Check)	EXPENSE REQUEST TO SCO? (YES or NO)	NOTE	AMOUNT
(EXAMPLE) 4/5/15	(EXAMPLE) M.A. Apparel & Promotions	(EXAMPLE) Credit Card	(EXAMPLE) Yes	(EXAMPLE) T-shirts for Fall 2015 season	(EXAMPLE) \$400.00
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PLANNED EXPENSE TOTAL					\$