

Team Financial Spreadsheet Instructions

1. Save the file to a desired location on your computer naming it:
Season years - team name (ex. 2007-08 - U12A Fusion)

2. Enter your team name in Cell A1 following the format shown

3. Enter your player's last name alphabetically in Row 3 beginning in Column 3

Remember to include any additional staff (without a player on the team) or pick-up players that may be covering some of their own expenses in the end Column(s)

NOTE: Row 28 will automatically be updated with the information from Row 2

	A	B	C	D	E	F	G	H	I	J	K	L
1	TEAM NAME (including division) - ex. 2016-2017 U12 A Fusion)											
2												
3	INCOME	TOTAL	Player #1	Player #2	Player #3	Player #4	Player #5	Player #6	Player #7	Player #8	Player #9	Player #10
4	Cash/Cheque											
5	date	\$ -										
6	date	\$ -										
7	date	\$ -										
8	date	\$ -										
9	date	\$ -										
10	Bingo Credits/Vouchers											
11	date	\$ -										
12	date	\$ -										
13	date	\$ -										
14	Fundraising											
15	event	\$ -										
16	event	\$ -										
17	event	\$ -										
18	event	\$ -										
19	event	\$ -										
20	Miscellaneous Income											
21	source	\$ -										
22	source	\$ -										
23	source	\$ -										
24	source	\$ -										
25	source	\$ -										
26	TOTAL INCOME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27												
28	EXPENSES	TOTAL	Player #1	Player #2	Player #3	Player #4	Player #5	Player #6	Player #7	Player #8	Player #9	Player #10
29	Practices Expenses											
30	1st half Ice (from RRA) \$200/hr	\$ -										
31	2nd half Ice (from RRA) apx \$200/hr	\$ -										
32	description	\$ -										
33	description	\$ -										
34	description	\$ -										
35	description	\$ -										
36	Tournament Expenses											
37	description	\$ -										
38	description	\$ -										
39	description	\$ -										
40	description	\$ -										
41	description	\$ -										
42	description	\$ -										
43	description	\$ -										
44	description	\$ -										
45	description	\$ -										
46	description	\$ -										
47	Miscellaneous Team Expenses											
48	item	\$ -										
49	item	\$ -										
50	item	\$ -										
51	item	\$ -										

4. Remove any extra columns by highlighting (click-hold & drag), then right-click in the highlighted space and selected delete.

5. DO NOT ENTER DATA INFO INTO THE SHADED CELLS - THESE CELLS CONTAIN FORMULAS

6. If more rows are needed for various items - right-click on the row # of an existing row without data, select copy, then right-click again and select **insert copied cells**. Don't insert new rows at the top or bottom of a section as it may be missed in the formulas. By copying an existing row, you will ensure that your formatting is accurate.

7. Most expenses will be a set amount per team. This amount will need to be divided by the number of players on the team and will most often not divide out equally (ex. \$500/11 players = \$45.4545. The pennies MUST be dispersed (\$45.45 x 6 players & \$45.46 x 5 players) until the total equals the amount paid. The ensure an even distribution throughout the season, check the expense sub-total.

NOTE: The expense portion of the spreadsheet is divided into 2 sections. The top section is for expenses that are common to all players. The bottom sections is for expenses that may vary from player to player such as socks, team apparel, etc.

If you have any questions, please email our treasurer at reginaringette.treasurer@gmail.com