


BUDGETING, BILLING CYCLES AND CASH FLOW

By John Sample of TAV in Dallas.
Presented at the AVCA Convention
December, 2011



Financial Foundation

- Profit or Not for Profit
- Revenue Sources
- Projected Budgets
- Financial Resources
- Marketing Plan
- Facility Requirements
- Team Strategies

Budget Information

Establish Budgets/Costs

Salaries	Postal	Rent	Utilities
Supplies	Copies	Copiers	Janitorial
Phone	Insurance	Equipment	Trainers
USAV Fees	Auto Expense	Tryouts	Van Rentals
Contract Labor	Coaches Costs	Advertising	Maintenance
Nets/Poles	Court System	Medical	Social Security
Disposal	Taxes	Interest	Building
Equipment	Legal	Accounting	Travel
Hotel Expense	Entertainment	Coaches Equipment	

Revenue Sources

Team Fees

Admission

Clinics

Equipment

Lessons

Concessions

Dues

Uniforms

Tournament Entry Fees

Court Rental

Pro Shop

Camps

Beach



Establish Overhead and Admin Costs for Volleyball Teams

Develop admin expense per player by finalizing overhead

Develop strategy for volleyball teams

- Coaches pay
- Number of Tournaments
- Equipment
- Court Usage
- Travel Strategy
- Director Pay if appropriate
- Estimate Number of Teams/Players

Club Pay/Fees/Policies

Pay per level of team

Pay for head coach

Pay for assistant coach

Travel Per Diem

Mileage Policy

Hotel Policy

Hotel/Airline reimbursement Policy

Tryout Pay

Lesson Fees

Court Fees

Tournament Fees

Equipment

Uniforms

- Jerseys (one or two)
- Practice Tees
- Shorts
- Sliders
- Kneepads
- Socks
- Shoes
- Warm-Up
- Balls (Practice Balls)
- Travel Balls/Bags
- Trainer Expense/Medical

Court Usage

Practice Length

Cost per Court

Teams per Court

Cost per court per player

Security

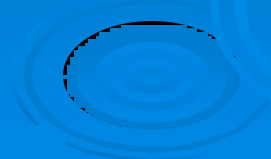
Insurance

Clean up

Utilities

Water

Maintenance



Travel Strategy

Book airline or not (parents book)

Book hotel or not (parents book)

Pay mileage or not

Daily stipend (food during travel)

Mode of transportation

In state and out of state policy

Expense reimbursement

Out of State Tournaments

In State Tournaments

Local Tournaments

Develop Schedule/Budget

Finalize budget by Tournament

Finalize potential teams and schedule

Budget hotel, airline, tournament entry

Budget parking, transportation

Budget Coaches

- Room
- Travel
- Airfare
- Per diem
- Parking and miscellaneous expenses

Build Tournament Budget

<u>Tournaments</u>	<u>New Year's Classic</u>	<u>MLK</u>
Date	Jan. 1-2	Jan. 14-16
Area	DFW	Missouri
Location	Dallas	Kansas City
Hotel Room per Night	135	135
Travel Coach (.35 per mile or exact air)	20	235
Vehicle Rental		400
Gasoline		35
Food Coach (30 per day)	60	90
Food Assistant (30 per day)	60	90
Players Hotel (3 Rooms)	Local	1215
Coaches Hotel (1 Room)	Local	405
Entry Fees	375	375
Director Allowance	0	0
Parking	20	20
Chaperones	0	0
Totals Per Tournament	535	2865
Per 11 Player Team per Player	49	260
Per 10 Player Team per Player	54	287
Per 09 Player Team per Player	59	318
Per 08 Player Team per Player	67	358

Costs per Team

Finalize Coaches Budgets per Team

Finalize Admin Costs per Team

Finalize Equipment Costs per Team

**Finalize cost per player per team per
tournament**

Finalize Total tournaments



Finalize Coaches Budgets

Coach	Team	Per/month	Coach Total	Months	Year Total	Per Player
Head Coach	18-1	900	1500	5.5	8250	825
Assistant Coach	18-1	600		5.5		
Head Coach	17-1	850	1450	5.5	7975	798
Assistant Coach	17-1	600		5.5		
Head Coach	16-1	800	1400	5.5	7700	770
Assistant Coach	16-1	600		5.5		

Finalize Admin Costs

TITLE/TEAM 2012	2012	2012	2012
Travel Teams	18-1	17-1	16-1
Players on Team	10	10	10
Coaches Fees	825	798	770
Admin	350	350	350
Practice Fees	320	320	320
Team Travel Balls	12	12	12
Medical Kits & Training	12	12	12
Trainers	350	350	350
Admin Subtotal	2007	1869	1814

Finalize Equipment Costs per Team


Equipment (Individual)			
Practice T (2)	10	10	10
Spandex (2)	30	30	30
Kneepads (1)	15	15	15
Black Socks (2)	14	14	14
Bag (1)	25	25	25
Jersey (2)	58	58	58
Shoes	65	65	65
Warm up (1)	57	57	57
Practice Ball Fee (1)	25	25	25
GAME T-Shirt	7	7	7
Screen/freight/embroidery	50	50	50
Total Equipment	375	375	375

Finalize Total Tournaments



Coordinate Budget

Combine

- **Play schedule**
 - **Court Costs**
 - **Admin**
 - **Coaches pay**
 - **Uniform Cost**
 - **Ball and Court equipment costs**
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2012 Club Team			
TITLE/TEAM 2012	18-1	17-1	16-1
Subtotal Administration	2007	1869	1814
Individual Equipment			
Subtotal Equipment	375	375	375
Tentative Practice Schedule	M-W	T-TH	M-W
Tournaments			
New Year's Classic 1/1-2	54	54	54
MLK 1/14-15 Kansas City	287	287	287
Super Tournament	60	60	60
Power League	80	80	80
Local tournament	40	40	40
Subtotal Tournaments	521	521	521
Total without Airfare	2903	2765	2710
*Airfare due at time of booking			
Payment Schedule	2903	2765	2710
Deposit	600	600	600
December Due	461	433	422
January Due	461	433	422
February Due	461	433	422
March Due	461	433	422
April Due	461	433	422
Approx. Nationals Due May Payment*	500	500	500
Approx. Nationals Due June Payment*	500	500	500
Total Paid	3903	3765	3710

Budget Comparisons

Build Per Tournament Per Team Budget

Build Tournament Away Budget Per Tournament

- Include Air, Hotel, Rental, Entry Fees, Expense
- Include all Teams

Build Each Expense Item Budget Per Month

Build Revenue Per Month Per Category

Build Cash Flow from Expenses vs. Revenue

Find free resources to reduce costs

Evaluate Monthly and Project Significant Variances

Thank You!

This is an example and guideline only. You can make your own decision about what categories and budget items you need to run your club smoothly and effectively.

Thanks to John Sample for this project.

The background of the slide features several concentric, light blue circular ripples that resemble water droplets hitting a surface, scattered across the lower half of the page.