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1. What is your vision for your athletic department?
 - a. What are your long-term goals?
 - b. What are your short term goals?
2. What are your sources of annual income? Some examples might include county allocations, gate receipts, booster club funds, donations, and department fundraising.
3. What are your anticipated annual expenses? Some major examples include officials, transportation, equipment and supplies, uniforms, reconditioning, awards, and security.
4. Break down all expenses by team and by gender when possible. This is an important component of any athletic budget to ensure compliance with Title IX.
5. Establish and incorporate an emergency fund into your budget. There are always unanticipated expenses that arise over the course of the year.
6. Create a spreadsheet to organize your data and provide an analysis of your income and expenses. Consult your school's secretary, financial assistant, or another athletic director if you need assistance with this process. Here is an example of a budget spreadsheet for boys' sports expenses:

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