



Knox County
Parks & Recreation

Date: _____

ANNUAL REPORTING REQUIREMENTS FOR USE OF COUNTY FACILITIES

All organizations requesting long-term or seasonal use of Knox County Park facilities shall submit the following minimum requirements.

1. Current lease or long-term use agreement if applicable.
2. Annual Organizational Report- Submitted in the first quarter of every year

This is intended to provide a baseline requirement for all organizations to insure they are operating in a ethical fashion with appropriate checks and balances. This will also be an excellent report to provide to anyone in your community that wants to understand the structure of your organization. Failure to provide these requirements may be cause for termination of use.

Annual Organization Report must include the following:

- Board of Directors- must include a minimum of three officers usually chairperson or president, treasurer and secretary. Include monthly meeting dates, time and location.
- Competition summary- description of league and tournament play and anticipated changes to the program.
- Financial Statement- covers the past full year of operation and should include basic details for income, expenses, net income/loss, outstanding debts or expenses for materials and capital projects, and accounts receivable.

If you are already collecting the above information please send copies.

EVERYONE MUST COMPLETE THE ATTACHED ANNUAL REPORTING SUMMARY SHEET.



Knox County
Parks & Recreation

ANNUAL REPORTING SUMMARY FOR USE OF COUNTY FACILITIES

Organization _____ Date _____

Mailing address _____ City _____ Zip _____

Current President _____ Day Phone _____

Evening Phone _____ Email _____

Organization structure (Circle one) Non-profit Non-Profit 501C-3 For-profit

Activity Provided _____

Total participants last year _____ Total coaches or officers last year _____

Sport(s) provided _____

If you provide more than one sport, you may use one form per sport or combine all on one form.

Income	Participants	\$ _____ (Fees)
	Concessions	\$ _____
	Tournaments	\$ _____
	Grants	\$ _____
	Sponsorships	\$ _____
	Other _____	\$ _____
	Total Income	\$ _____

Expenses	Participants	\$ _____ (Uniforms, equip, etc.)
	Concessions	\$ _____
	Tournaments	\$ _____
	Maintenance supplies	\$ _____
	Maintenance equip.	\$ _____
	Other _____	\$ _____
	Total Expenses	\$ _____

Net profit or (loss) \$ _____

Notes _____
