



# LEE COUNTY WOMEN'S TENNIS LEAGUE

## EXPLANATION OF EXPENSE CATEGORIES

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- 1 DATABASE PROGRAMMING AND TECHNICAL SUPPORT  
Work done by Database Administrator and/or a consultant programmer
- 2 VISUAL WEBSITE UPDATES AND MAINTENANCE  
Work done by our Webmaster
- 3 PROGRAMMING SUPPORT  
Work done by outside programmer(s).
- 4 OFFICE SUPPLIES, POSTAGE, AND COPIES  
Paper, printer ink or toner, any mailings, etc.
- 5 MEETING EXPENSES  
Refreshments, gift cards, lunches, rental of meeting facilities
- 6 SCHEDULE PREPARATION  
Work done by our Scheduler.
- 7 YEARBOOK PREPARATION AND PRINTING  
Work done by our Scheduler in getting the copy ready. Printing by vendor. Including creation of cover art and printing of cover
- 8 EQUIPMENT, COMPUTER SOFTWARE AND WRITTEN PUBLICATIONS (Friend at Court)  
Cost of League Secretary's computer, other meeting equipment, software, maintenance
- 9 WEB HOSTING AND SECURITY FEES  
Go Daddy costs, new website costs, internet security costs
- 10 SECRETARIAL SUPPORT/RULES COORDINATOR  
Work done by our Rules Coordinator.
- 11 DATABASE COORDINATOR  
Work done by our Database Coordinator
- 12 INSURANCE PREMIUMS
- 13 PROFESSIONAL SERVICES  
Legal fees, accounting fees, etc.
- 14 DIVISION EXPENSES  
Rebate for incidental division expenses to cover printing, meeting expense, etc.
- 15 APPRECIATION GIFTS  
Given to officers, division officers, retiring officers, other members who have contributed
- 16 MISCELLANEOUS  
Anything that doesn't fit into another category