

**Northeast District Athletic Board – 2021**  
**Cross Country Tournament Reporting Instructions**

1. Complete the information on each tab that is highlighted in **YELLOW**. Key totals from the worksheet will automatically self-populated the Final Report tab. Select appropriate item in all **BLUE** Drop-Boxes.
2. Before entering data, save the file with a new name on your computer. The file name should reflect your tournament and be in the following order - **Level, Sport, Location, Division, Year**  
**Examples: DIST CC LCCC D123 2021**
3. Please do not try and alter formulas. If you have questions, or a problem, contact the NEDAB treasurer.
4. An e-mail copy of the report is due within SEVEN (7) days following your event. The report is not complete, and cannot be approved, until all required documentation is on file with the Northeast District Athletic Board treasurer.
5. **TOURNAMENT FUNDS:** Managers are asked to run all tournament funds through the school treasurer using Agency accounts. If the treasurer chooses not to do this, the manager will use a checking account approved by the OHSAA. Please request a W-9 form from the NEDAB treasurer if necessary.
6. **SCHOOL ACCOUNTS:** Be sure to answer the two questions on the Final Report tab with a “Yes” or “No” response or a combination of Yes/No. **DO NOT** leave these items blank.
7. **SERVICE EXPENSES:** The total of your service expenses **MUST** equal the total of Tournament Personnel.
8. **TOURNAMENT PERSONNEL:** IS required to be listed at the bottom of the Worksheet tab. This is very useful to manager, and treasurer, to determine the accuracy of the report. This total **MUST** equal Service Expenses.
9. **OFFICIALS:** *Schools/Managers DO NOT pay officials.* Officials will be contracted and paid through the Arbiter system, no exceptions, by the NEDAB for both their officiating and any mileage that may be owed to them for traveling to the meet. The rates for officiating and mileage remain the same for 2020.
10. **DEFICIT TOURNAMENTS:** The NEDAB will mail a check to the host school/manager to cover their expenses. Schools/manager will receive their reimbursement within 30 days following the conclusion of the tournaments.
11. **All financial information from ticket sales will NOT be reported on your tournament financial report.**
12. **Save copies of all documents used to prepare your financial report for possible auditing purposes.**
13. **COMPLETED REPORT:** E-mail in Excel Format to: [mmcguire@ohsaa.org](mailto:mmcguire@ohsaa.org)
14. **CONTACT INFORMATION:** Mark T. McGuire, Treasurer  
373 Hamilton Circle  
Elyria, OH 44035  
440-346-4827 – CELL