

Northeast District Athletic Board – 2023 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 MADISON D123 2023
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 or accounts that are monitored by the school treasurer. If your school, or host facility, require a W-9 please request the form from the NEDAB treasurer.
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. **REIMBURSEMENT of EXPENSES:** Reimbursement for all Operating & Miscellaneous Expenses require a receipt of payment, or invoice, to be submitted along with your tournament financial report.
9. **TOURNAMENT PERSONNEL:** All personnel are 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.
10. **OFFICIALS:** ***Schools/Managers DO NOT pay officials.*** Officials will be contracted and paid through the DragonFly 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 the 2023 tournament have yet to be approved.
11. **DEFICIT TOURNAMENTS:** The OHSAA 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.
12. **If cash is accepted for admission at the district meet it must be reported on your financial report. The school will retain the cash admissions and it will be deducted from the Total Amount Due, to or from, the OHSAA.**
13. **Save copies of all documents used to prepare your financial report for possible auditing purposes.**
14. **COMPLETED REPORT:** E-mail in Excel Format to: mmcguire@ohsaa.org
15. **CONTACT INFORMATION:** Mark T. McGuire, Treasurer
373 Hamilton Circle
Elyria, OH 44035
440-346-4827 – CELL

9/10/2023