

Northeast District Athletic Board – 2023

Tennis Tournament Reporting Instructions

1. **WORKSHEET TAB:** Complete ALL the highlighted information on the WORKSHEET tab. SELF inputs are highlighted in **YELLOW**. Drop List inputs are **BLUE**. Key totals from the worksheet will automatically self-populated the Final Report section.
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: SECT GTEN SOLON D1 2023, DIST GTEN SPRINGSIDE D2 2023
3. A copy of the report must be emailed in its **EXCEL** format 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.
4. Please do not try and alter formulas. If you have questions, or a problem, contact the NEDAB treasurer.
5. **TOURNAMENT PERSONNEL:** All personnel must be listed on the Worksheet tab. This is useful to the manager and treasurer to determine the report's accuracy. If personnel are being paid by the OHSAA a W9 must be on file with the OHSAA office before individual payments are made.
6. **SCHOOL ACCOUNTS:** Be sure to answer the two questions on the Worksheet tab with a “Yes” or “No” response or a combination of Yes/No. **DO NOT** leave these items blank.
7. **ADMISSIONS REVENUE:** All admission tickets must be purchased online.
8. **SERVICE EXPENSES:** The total of your service expenses **MUST** equal the total of Tournament Personnel.
9. **REIMBURSEMENT of EXPENSES:** Reimbursement for all Operating & Miscellaneous Expenses requires a receipt of payment, or invoice, to be submitted along with your tournament financial report. Receipts need to be scanned or mailed to Mark McGuire. **NO PHOTOGRAPHS of receipts will be accepted!**
10. **DEFICIT TOURNAMENTS:** The OHSAA will mail a check payable to the manager, and individual workers, to cover their expenses. Schools, managers, and workers will receive their reimbursement within 30 days following the conclusion of the tournaments. If a school, or facility, hosts more than one contest the OHSAA may combine all expenses into one check.
11. **Save copies of all documents used to prepare your financial report for possible auditing purposes.**
12. **COMPLETED REPORT:** Please E-mail this report in its Excel Format to: mmcguire@ohsaa.org
13. **CONFIRMATION:** An e-mail will be returned specifying accuracy or questions that need clarification.
14. **CONTACT INFORMATION:** Mark T. McGuire, Treasurer
373 Hamilton Circle
Elyria, OH 44035
440-346-4827 – CELL

08/31/2023