

Northeast District Athletic Board – Winter 2024
Bowling 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**
Example: SECT BW ROSELAND D1 2024, DIST BW REBMAN D2 2024
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. **ADMISSIONS REVENUE**: No Cash ticket sales at the bowling facility. Online Ticket Sales ONLY and these ticket sales do **NOT** need to be reported on the Tournament Financial Report.
6. **SERVICE EXPENSES**: The total of your service expenses **MUST** equal the total of Tournament Personnel.
7. **TOURNAMENT PERSONNEL**: All personnel required to be listed on this report. This is very useful to the manager, and treasurer, to determine the accuracy of the report. This total **MUST** equal the total of Service Expenses.
8. **FORM W-9**: All tournament personnel listed on the report form MUST have a W9 form on file with the OHSAA.
9. **TOURNAMENT PAYMENTS**: The OHSAA will mail checks to the host manager and individual workers. Managers and workers will receive their reimbursement within 30 days following the conclusion of the tournaments. The OHSAA may combine all fees into one check for managers and workers who work more than one tournament.
10. **LINEAGE FEES**: Fees will be reimbursed to the host facility following the conclusion of the tournament. Each manager is responsible to submit the Lineage Fees Report as soon as possible following the tournament. Lineage fees will be reimbursed at the rate of \$20.00 per bowler.
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 Cell Phone: 440-346-4827
373 Hamilton Circle
Elyria, OH 44035