



# Northeast District Athletic Board

## *Golf 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 BGOLF PINEHILLS D3 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. **TOURNAMENT PERSONNEL:** All personnel are required to be listed on the Worksheet tab. This is very useful to the manager, and treasurer, to determine the accuracy of the report. If personnel are being paid by the OHSAA a W9 must be on file with the OHSAA office before individual payments are made.
6. **MANAGER'S FEE:** At both the sectional and district tournament level the manager's fee is \$200.00 plus \$5.00 for each school that has a student participating in the tournament.
7. **W9 Report Form:** All personnel paid by the OHSAA MUST have a **W9** on file with the OHSAA office before individual payments are made.
8. **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.
9. **ADMISSIONS REVENUE: Online Ticket Sales will NOT be reported on the Tournament Financial Report.**
10. **SERVICE EXPENSES:** The total of your service expenses **MUST** equal the total of Tournament Personnel.
11. **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.
12. **Save copies of all documents used to prepare your financial report for possible auditing purposes.**
13. **COMPLETED REPORT:** Please E-mail this report in its Excel Format to: [mmcguire@ohsaa.org](mailto:mmcguire@ohsaa.org)
14. **CONFIRMATION:** An e-mail will be returned specifying accuracy or questions that need clarification.

### **Northeast District Athletic Board Treasurer:**

Mark T. McGuire, Treasurer  
373 Hamilton Circle  
Elyria, OH 44035

Email: [mmcguire@ohsaa.org](mailto:mmcguire@ohsaa.org)  
Cell: 440-346-4827