



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-populate the Final Report section.
2. **ADMISSION PRICES**: Students \$5.00, All Adults \$10.00. A 'Flex Pass' for 10 admissions, which can be used by multiple patrons, can be purchased online for \$85. This pass is good for admission to all sectional, district and regional tournaments.
3. **ADMISSIONS REVENUE**: Online Ticket Sales are **NOT** reported on the Tournament Financial Report.
4. 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 GREYHAWK D1 2025, DIST GGOLF PUNDERSON D2 2025
5. 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.
6. Please do not try and alter formulas. If you have questions, or a problem, contact the NEDAB treasurer.
7. **GREENS FEES**: The OHSAA will pay fees totaling \$35 per golfer to the host tournament site. An invoice following the tournament must be provided to process the payment.
8. **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.
9. **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.
10. **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.
11. **SERVICE EXPENSES**: The total of your service expenses **MUST** equal the total of Tournament Personnel.
12. **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.
13. **Save copies of all documents used to prepare your financial report for possible auditing purposes.**
14. **COMPLETED REPORT**: Please E-mail this report in its Excel Format to: mmcguire@ohsaa.org. A confirmation e-mail will be returned specifying accuracy or questions that need clarification.

Northeast District Athletic Board Treasurer:

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www.ohsaa.org/nedab