

2020 - Northeast District Athletic Board – Finance Report Instructions

SOCCER & VOLLEYBALL - Home Site Sectional/District Tournament Reporting Instructions

1. A separate report **MUST** be completed for **EACH** Sectional/District Tournament game played at your school.
2. **FINANCIAL REPORT & INSTRUCTIONS FOR 2020:** The sectional/district tournament financial report, and instructions sheet, are posted at www.nedab.org under “Tournament Forms & Financials for Download”.
3. **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.
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, Host School Name, Division and Year**. If you host more than one contest put a number two (.2) after the year to designate it as a second financial report.
Examples: **SECT BSOC STOW DI 2020 or DIST VB ELYRIA DII 2020.2**
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, please contact the NEDAB treasurer or your Tournament Manager.
7. **TOURNAMENT FUNDS:** Schools are asked to run all tournament funds through their school treasurer using Agency 022 accounts or accounts that are monitored by the school treasurer. If the treasurer chooses not to allow funds to run through school accounts, the school will not host the event. Please request a W-9 form from the NEDAB treasurer if necessary.
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. **OFFICIALS:** **Schools DO NOT pay officials.** Officials will be contracted and paid through the Arbiter system by the NEDAB for both their officiating and any mileage that may be owed to them from traveling to the contest. The rates for officiating and mileage remain the same for 2020.
10. **TICKETS/ADMISSION REVENUE:** There will be no paper tickets sold by competing schools for the 2020 Sectional or District tournaments. All ticket sales will be managed by HomeTown Ticketing and **ONLY** available on-line.
11. All financial information from ticket sales will **NOT** be reported on your tournament financial report.
12. The OHSAA and HomeTown Ticketing will work collaboratively to set up each sporting event on the ticketing platform (www.ohsaa.org/tickets).

13. Once teams are listed for an event, each athletic director for the participating schools of that event will receive an email with specific instructions and a personalized code for their team. This code will be shared with the participants families so they can login and purchase up to the allotted ticket amounts based on venue capacity limitations.
14. Families will have a select time to purchase tickets, and that window will **close prior** to the event occurring.
15. The way the Governor's order is currently worded, there will be **NO GATE/WALK UP tickets sold**.
16. **FLAT FEES:** *Host schools are being budgeted a flat rate of \$300.00 for a home site sectional and district semi-final contest. If you are hosting a district championship final contest the flat fee is \$500.00.* This flat fee amount is to pay all personnel necessary to conduct the tournament contest. This amount includes all expenses for site manager, athletic trainer, scorers, timers, ticket sellers, ticket takers, secretarial, postage and custodial services as well as related payroll expenses. Uniformed security costs are over and above the flat fee for services.
17. Host schools will sign the approved OHSAA site agreement form and are to provide a facility at no cost to the Northeast District Athletic Board. (No rental, set up, lights or custodial fees.)
18. **EXTRAORDINARY EXPENSES:** All extraordinary expenses, except for uniformed security, must be pre-approved by the NEDAB president and documented.
19. **SECURITY:** **Sworn, uniformed security personnel, or a professional security company** should be paid through your school account. ***This expense is NOT part of the flat fee.*** However, nonuniformed individuals hired as security are considered game personnel and should be paid as part of the \$300.00/\$500.00 flat fee.
20. **DEFICIT TOURNAMENTS:** The NEDAB will mail a check to the host school to cover the FLAT FEE plus any extraordinary expenses incurred. Schools will receive their reimbursement within 30 days following the conclusion of the tournament.
21. If a school hosts more than one contest, boys or girls, the NEDAB may combine the flat fees onto one check. However, you must submit a separate report for each contest played at your site.
22. **Save copies of all documents used to prepare your financial report for possible auditing purposes.**
23. **COMPLETED REPORT:** Please E-mail this report in its Excel Format to: mmcguire@ohsaa.org
24. **CONFIRMATION:** An e-mail will be returned specifying accuracy or questions that need clarification.
25. **CONTACT INFORMATION:** Mark T. McGuire, Treasurer
373 Hamilton Circle
Elyria, OH 44035
440-346-4827 – CELL