

Northeast District Athletic Board – Spring 2021

Non-Revenue 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 BTEN SOLON D2 2021, DIST SB NORTHRIDGEVILLE D1 2021, DIST TRF SPRINGFIELD D3 2021
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 FUNDS:** Managers are asked to run all tournament funds through the school treasurer using Agency accounts or accounts that are monitored by the school treasurer. If the treasurer chooses not to do this, the manager will use a checking account approved by the school treasurer and the OHSAA. Please request a W-9 form from the NEDAB treasurer if necessary.
6. **SCHOOL ACCOUNTS:** Be sure to answer the two questions on the Worksheet tab with a 'Yes', 'No' or 'Yes/No' response or a combination of Yes/No. **DO NOT** leave these items blank.
7. **ADMISSIONS REVENUE:** Online Ticket Sales will **NOT** be reported on the Tournament Financial Report.
8. **SERVICE EXPENSES:** The total of your service expenses **MUST** equal the total of Tournament Personnel.
9. **TOURNAMENT PERSONNEL:** Is required to be listed on the Worksheet tab. This is very useful to manager, and treasurer, to determine the accuracy of the report. This total **MUST** equal total of Service Expenses.
10. **DEFICIT TOURNAMENTS:** The NEDAB will mail a check payable to the host school/manager to cover their expenses. Schools/manager will receive their reimbursement within 30 days following the conclusion of the tournaments. If a school hosts more than one contest, the NEDAB may combine all expenses onto one check; however, you still must submit a separate report for each contest hosted at your site.
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