

FINANCIAL REPORT INSTRUCTIONS

On this reminder the flat fee for each game is listed. **OFFICIALS will be paid through Arbiter. On the Expense page you need to list the officials that worked your Sectional or District with their permit number and the Arbiter number for each game.**

The Winter Reports can be found on the Northwest District Website: www.nwdab.org. Please send them to bhanna@ohsaa.org in EXCEL format. Cell: 419-230-4127

Northwest District Athletic Board
350 Mohawk Drive
Ottawa, Ohio 45875

The report has yellow and blue boxes on different lines. The Blue boxes are drop down lists that you need to click on to activate different parts of the reports. The Yellow boxes need to be manually filled in. Radio stations will be calling you about broadcasting tournament games and the cost to the station is **\$60.00/game**. There are several stations that do not pay before the game and their parent company will send a check to the state and the district board will be reimbursed the fee. The radio revenue is located on the Revenue Page. There are two columns one **Amount Received** and the other is **Amount TO BE Received**.

If the radio station fills the check out to the Northwest Board or to the OHSAA, send them to me at the above address.

SECTIONAL & DISTRICT REPORTS

Please return the financial report electronically to: bhanna@ohsaa.org (Excel Format) Do not scan the report in and send it as a PDF. I am unable to save a PDF to send to the state.

Any questions you can contact me at the above email or call my Cell: [419-230-4127](tel:419-230-4127)

Extraordinary Expenses – Under this area you need to list any uniformed security. Any other expenses need prior approval of the NW Treasurer.

SPORT	SUGGESTED MGR FEE	FLAT FEE
Basketball	Mgr. \$135(Sect.)	\$350
	Mgr. \$175(Dist.)	\$500
	Approved Extraordinary Expenses	Uniformed Security, Trainer, and Rental up to \$200
Gymnastics	Mgr. \$400(Dist.)	
Bowling	Mgr. \$150(Sect.)	\$400 (Teams pay Lane Fees) Boys & Girls are one event
	Mgr. \$135(Dist.)	\$800 (D2) Teams pay Lane Fees) (D1 Dist. Combined \$400)

Swimming	Mgr. \$400(Sect.)	\$1,100(Sect.)
Diving	Mgr. \$200	\$800
Swimming	Mgr. \$400(Dist.)	
Wrestling	Mgr. \$450 (2 Day) \$350(1 Day)	2 Day - \$5,600, 1 Day \$1,750
	Mgr. \$450 (Dist.)	\$5,600

Ticket Prices: (All tickets are sold online. Athletic Administrators will be sent codes for tickets for each event)

Basketball:

Sectional Admission: \$10.00

District Admission: \$10.00

Swimming and Bowling Admission Price: \$10.00

Wrestling Admission per Session : \$10.00

Bowling \$10.00

Gymnastics \$10.00

Children under the age of 6 years of age are to be admitted free.

