

FSA FINANCIAL REPORT FOR STATE TOURNAMENTS

(\$10.00 per player entry fee)

To be Completed by Host Club

When there are two or more divisions, use separate forms for each division.

This report must be submitted to the FSA Treasurer even if the amount due is zero.

Tournament Number:		Tournament Dates:	
Host Club:		No. of Players in this Division:	
Sponsors:		Total No. of Players in <u>All</u> Divisions:	
Other Donors:			
Name & Phone # of Submitter:			

Place an X in the appropriate boxes below.

<input type="checkbox"/> OPEN	<input type="checkbox"/> PRO ONLY	<input type="checkbox"/> AMATEUR	<input type="checkbox"/> MENS	<input type="checkbox"/> LADIES
<input type="checkbox"/> DOUBLES	<input type="checkbox"/> ANY	<input type="checkbox"/> DRAW	<input type="checkbox"/> MIXED	
<input type="checkbox"/> SINGLES	<input type="checkbox"/> WALKING	<input type="checkbox"/> NON-WALKING		YES NO

ASSISTANT DIRECTOR:

1. Total Players in this Division (automatically entered from above.)	
2. (Line 1 times \$3.50 from player entry fee):	
3. Prorated share of \$75.00 Tournament Director's Fee*:	
4. If Line 3 is greater than Line 2, then Line 4 = Line 3 - Line 2. Otherwise enter 0.	
5. Tournament Director's per capita fee (Line 1 times \$0.50)	
6. Player Prize money from Entry Fees (Line 2 minus Line 3):	
7. Line 1 times \$4.00:	
8. Prorated Share of \$25.00 Tournament Director's Fee*:	
9. Prorated Share of \$25.00 Assistant Director's Fee* (Min. of 17 total players):	
10. State/District Share (Line 7 minus Lines 4, 8 & 9):	
11. Club Share (Line 1 times \$2.00)	
12. Total Tournament Director Fee for this Division (Line 3 plus Lines 5 and 8):	
13. Sponsor Money for this Division (Must use 100% of Sponsor Money):	
14. Total Prize Money (Line 6 Plus Line 13)**:	

MAIN		
1st	Line 14 X 0.2 =	
2nd	Line 14 X 0.175 =	
3rd	Line 14 X 0.15 =	
4th	Line 14 X 0.125 =	

CONSOLATION		
1st	Line 14 X 0.125 =	
2nd	Line 14 X 0.1 =	
3rd	Line 14 X 0.075 =	
4th	Line 14 X 0.05 =	

* When there is more than one tournament Division, prorate these values among all divisions (i.e., divide the number of players in this division by the number of players in all divisions then multiply by that value (e.g. 16 players/48 players X \$75 = \$25).

** Due to rounding issues, total prize money --> may not exactly match the amount in Line 13.

Please send a copy of each report plus one check payable to the FSA Treasurer for the total amount due to:

Mona Mapes
FSA Treasurer
8590 Axe Handle Road
Milford Center, OH 43045

INSTRUCTIONS FOR COMPLETING THE FSA FINANCIAL REPORT FOR TOURNAMENTS

The form may be prepared either manually or by use of an Excel or Open Office spreadsheet program. In all cases, a separate form must be prepared and submitted to the FSA Treasurer, even if the amount due to the FSA is zero. A copy must be posted at the tournament location by 12:00 noon on the first day of the tournament, unless divisions are starting on different days. In that case, the forms must be posted by noon of the day that the last division begins.

STEPS TO BE COMPLETED IN ALL CASES:

1. **Tournament Number:** Insert the tournament number in the space provided. Use the tournament number indicated on the FSA schedule, such as P01A, P01B, A01, etc.
2. **Tournament Date:** Insert the dates scheduled for the tournament.
3. **Tournament Host:** Insert the name of the host club, even if the tournament is held at another venue.
4. **No. of Players in this Division:** Enter the actual number of players in this division, not the number of teams.
5. **Sponsors:** Identify the tournament sponsors. If there are multiple sponsors or more room is needed, use the space for **Other Donors**.
6. **Total No. of Players in all Divisions:** Enter the total number of players in all divisions, e.g., if there are 30 players in the Ladies' Division and 50 players in the Men's Division, the number 80 would be entered. If there is only one division, then the number entered must equal the number of players in the division. A number must always be entered for calculations to work properly.
7. **Name & Phone # of Person Submitting Form:** This is the person submitting the form and check to the FSA Treasurer, regardless of who may have prepared the form.
8. **Checking the Boxes:** Place an "X" in all appropriate boxes.
9. **Assistant Director:** Place an "X" in the appropriate box. Place an "X" in the Yes box only if an assistant director is to be paid from FSA funds. Normally, assistant directors are acceptable only for training or exceptionally large tournaments.
10. **Lines 1-14 are mostly self explanatory. Additional explanation is provided below.**
 - Line 3:** Divide the No. of players in this Division by the Total number of Players in All Divisions, then multiply the result by \$75.00.
 - Line 4:** If the amount is less than zero, enter it as a positive number, e.g., -\$5 is entered as \$5.
 - Line 8:** Divide the No. of players in this Division by the Total number of Players in All Divisions, then multiply the result by \$25.00.
 - Line 9:** If there is an assistant director, enter the same value as Line 7, otherwise enter zero.
 - MAIN and CONSOLATION PRIZE MONEY:** Multiply Line 13 by the decimal value shown in each block. Round the result to the nearest dollar. The total of all prize money in Main
11. In the case of a small tournament where the Total Director Fee on Line 11 is insufficient to cover the minimum Director fee, funds may be diverted from Line 10 to make that minimum amount. If that action is taken, a note to that effect must be included with the form sent to the FSA Treasurer.