

INSTRUCTIONS FOR COMPLETING THE CENTRAL DISTRICT FINANCIAL REPORT FOR TOURNAMENTS
December 5, 2024

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 Central District Treasurer, even if the amount due to the Central District 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 CDA01, CDP01, CDA08A, etc. If necessary, include the appropriate suffix:
 - a. L for Ladies' Division (e.g., CDA09L)
 - b. M for Men's Division (e.g., CDP09M)
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. For example, if there are 30 players in the Amateur Division and 50 players in the Pro 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 the 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. **Central District Treasurer:** Send one copy of each completed report, along with one check for the total amount due to the Central District, to the treasurer listed on the form.

ADDITIONAL STEPS SPREADSHEETS FORMS:

1. **Line 9:** Enter the value of the prize money available for this division only. All other fields will be automatically populated if the foregoing steps have been properly completed.
2. **Line 11:** If the prize money listed on line 10 is insufficient to cover the mandatory minimum prize money per player, the amount of additional prize money to be paid by the Host Club will be displayed here.

ADDITIONAL STEPS FOR MANUALLY PREPARED FORMS:

1. **Lines 1:** The number of Players in this Division times \$8.00.
2. **Line 2:** Divide the No. of players in this Division by the Total number of Players in All Divisions, then multiply the result by \$100.00.
 - a. If the total amount from both divisions does not reach the required \$100, additional funds may be diverted from Line 6 to reach the required amount.

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3. **Line 3:** The number of Players in this Division times \$0.50.
4. **Line 4:** Self-explanatory.
5. **Line 5:** Add Line 4 plus the Mileage and third-day fee from Block A.
6. **Line 6:** Multiply the number of players in this division by \$2.00.
7. **Line 7:** Multiply the number of players in this division by \$2.00.
8. **Line 8, 9 and 10:** Self-explanatory.
9. **MAIN and CONSOLATION:** Multiply Line 10 by the decimal value shown in each block. Round the result to the nearest dollar. The total of all prize money in Main and Consolation must equal the amount on Line 10.
 - a. If the prize money in Main and Consolation does not reach the required amount of \$8.00 per player, additional funds may be required from the Host Club.
10. **Line 11:** Shows the amount of money needed for the Host Club to cover the minimum prize money requirement (\$8.00 per player). Subtract the total prize money due from the amount on Line 10. If the result is equal to or greater than zero, enter zero. Otherwise, enter the amount that is less than zero.
11. **BLOCK A:**
 - a. Enter the amount from Line 6.
 - b. Enter \$25.00 if there is an Assistant Director. Normally, assistant directors are acceptable only for training or exceptionally large tournaments.
 - c. Enter any mileage due to the tournament director - \$0.35 per mile if the distance traveled is over twenty-five (25) miles.
 - d. Enter \$25.00 if the tournament is scheduled for three days but not if a scheduled two day tournament runs into a third day.
 - e. Subtract b., c., and d. from a. This is the amount to send to the Central District Treasurer.