

INSTRUCTIONS FOR COMPLETING THE FSA FINANCIAL REPORT FOR TOURNAMENTS

November 25, 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 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. If necessary, include the appropriate suffix:
 - a. L for Ladies' Division (e.g., P01AL)
 - b. M for Men's Division (e.g., P01AM)
 - c. W for Walking Division (e.g., P16MW)
 - d. N for Non-Walking Division (e.g., P16LN)
 - e. X for mixed doubles (e.g., P08BX)
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 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 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. **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.

ADDITIONAL STEPS SPREADSHEETS FORMS:

1. **Line 12:** 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.

ADDITIONAL STEPS FOR MANUALLY PREPARED FORMS:

1. **Lines 1 & 2:** Self-explanatory.
2. **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.
3. **Line 4, 5, 6 and 7:** Self-explanatory.

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4. **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.
5. **Line 9:** If there is an assistant director, enter the same value as Line 7, otherwise enter zero.
6. **Lines 10 through 13:** Self-explanatory.
7. **MAIN and CONSOLATION:** 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 and Consolation must equal the amount on Line 13.

In the case of a small tournament where the Total Director Fee on Line 11 is insufficient to cover the minimum \$100 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.