



NMAA FINANCIAL INFORMATION AND INSTRUCTIONS FOR VOLLEYBALL AND BASKETBALL PLAYOFFS 2009-2010

1. The host school is responsible for all financial matters, reports, ticket reconciliation, including the return of unused NMAA tickets to the NMAA, and proper communication with visiting schools and the NMAA, except for District Reports which are to be completed by District chairpersons. All financial reports, money, and tickets are due 25 calendar days after the conclusion of the event. Failure to adhere to this policy may result in financial sanctions against the member school responsible for these items. **Two signatures** are needed for verification on the reports.
2. Expenses: Pay all workers by check only. Pay all Officials as per NMAA guidelines. Pay event personnel (gate keepers, bookkeeper, clock, custodial, security, etc.) as per the Board of Directors approved salary caps (see salary caps following pages). **Complete the NMAA “Event Personnel/ Security Form” and submit it with the Financial Report.** The NMAA reserves the right to adjust reports and/or disbursements based on unreasonable payments and/or unnecessary items. Please do not pay for other items such as hospitality rooms, lining fields, decorations, etc., out of actual gate receipts. If used, these items are at the sole expense of the host school. For Volleyball only, security expenses must be pre-approved by Sally Marquez, NMAA Associate Director.
3. Make copies of EVERYTHING and keep on file.
4. **District Reports:** Reports are sent to the NMAA along with **50%** of the remaining net proceeds (after documented expenses). Districts keep **50%** of the remaining net proceeds after documented expenses, and as a District determine how to distribute the monies. Complete ONE “District Tournament Financial Report” for all **Boys’** games in the district. Complete ONE “District Tournament Financial Report” for all **Girls’** games in the district. District are required to provide a “Event Personnel/ Security Form” for each game in the district tournament, including playoff games.
5. **First Round of State Reports:** Reports are sent to the NMAA along with all remaining net proceeds (after documented expenses). The NMAA will receive 50% of the net proceeds, and each participating school will share an equal amount of the remaining 50% of the net proceeds. The NMAA will make the distributions to each participating school. Complete “1st Round of State Financial Report.”
6. If you have any questions, please call one of the following NMAA staff members:

Carol Daniels, Director of Finance
Shari Kessler-Schwaner, Bookkeeper

(505) 923-3276
(505) 923-3279

VOLLEYBALL
EVENT PERSONNEL/SECURITY
District - All Classes
1st Round of State - Class A-2A

Event Personnel	Max Rate of Pay (\$/Match)	Max # of Workers or Groups	Total/Match
Custodian	\$25	1	\$25
Scorekeeper	\$25	1	\$25
Score Board	\$25	1	\$25
Libero Tracker	\$25	1	\$25
Gym Master	\$40	1	\$40
Ticket Seller	\$12/Hr	1	\$24
Ticket Taker	\$12/Hr	1	\$24

Note:

- Amounts listed above are the **maximum** amounts that can be paid. Less amounts can be paid at the discretion of the host site or individual district.
- Any variance from the amounts listed above must be approved **prior** to the event by NMAA Associate Directors Sally Marquez-Reilly or Mario Martinez or Finance Director Carol Daniels. **This includes any and all security related expenses.**
- Gym Masters can be paid if they are not the Athletic Administrators of the school/district.
- All payments must be documented on the Personnel Form!

BASKETBALL

EVENT PERSONNEL/SECURITY

Class A-2A District & 1st Round of State	Max Rate of Pay (\$/Game)	Max # of Workers or Groups	Total/Game
Game Announcer (If Applicable)	\$30	1	\$30
Custodian	\$25	1	\$25
Clock	\$30	1	\$30
Book	\$30	1	\$30
Security	\$20	1	\$20
Gym Master	\$50	1	\$50
Ticket Seller	\$12/Hr	1	\$30
Ticket Taker	\$12/Hr	1	\$30

Class 3A-5A District & 1st Round of State	Max Rate of Pay (\$/Game)	Max # of Workers or Groups	Total/Game
Game Announcer (If Applicable)	\$30	1	\$30
Custodian	\$25	2	\$50
Clock	\$30	1	\$30
Book	\$30	1	\$30
Security	\$20	3	\$60
Gym Master	\$50	1	\$50
Ticket Seller	\$12/Hr	2	\$60
Ticket Taker	\$12/Hr	1	\$30

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- Gym Masters can be paid if they are not the Athletic Administrators of the school/district.
- All payments must be documented on the Personnel Form!