



NMAA FINANCIAL INFORMATION AND INSTRUCTIONS FOR VOLLEYBALL AND BASKETBALL PLAYOFFS 2011-2012

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 Assistant Executive 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 an “Event Personnel/ Security Form” for each game in the district tournament, including playoff games. **If the boys and girls district tournament games are held at the same location and on the same day, the games must be scheduled three hours apart (i.e. 4:00 PM and 7:00 PM), separate gates must be kept, and the host school is not required to clear the gym between these 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:
Shari Kessler-Schwaner, NMAA Business Manager (505) 923-3279