



NMAA FINANCIAL INFORMATION AND INSTRUCTIONS FOR FOOTBALL 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. All financial reports, money, and tickets are due to NMAA **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 personnel (gate keepers, bookkeeper, clock, custodial, security, etc.) as per Board of Directors approved salary caps (Salary caps- see 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.
3. Make copies of EVERYTHING and keep on file.
4. **6 Man** Reports: Reports for the Semi-final and Championship games are to be completed and submitted to the NMAA. The Visiting Team will receive an additional \$200 as long as there is a net profit from gross receipts (ticket sales minus expenses minus \$200 visiting team). Complete “6-Man and 8-Man Football Financial Report.”
5. **8 Man** Reports: Reports for the Quarter Finals, Semi-final, and Championship games are to be completed and submitted to the NMAA. The Visiting Team will receive an additional \$200 as long as there is a net profit from gross receipts (ticket sales minus expenses minus \$200 visiting team). Complete “6-Man and 8-Man Football Financial Report.”
6. **11 Man** Reports: Reports for the 1st Round of State, Quarter Finals, Semi-finals, and Championship games are to be completed and submitted to the NMAA. The NMAA will receive 60% of the total profits. The remaining 40% of the total profits will be shared between the host and visiting schools (20%/20%) after mileage for the visiting school is determined. The host school will make the distribution to the visiting school by check only and provide a copy of the financial report. Complete “Classes A-5A 11-Man Financial Report.”
7. If you have any questions, please call:

Shari Kessler-Schwaner, NMAA Business Manager

(505) 923-3279