



# NORTH CENTRAL WASHINGTON ACTIVITIES ASSOCIATION

To: NCWAA Tournament Site Managers  
From: Bruce Campbell, NCWAA Director  
RE: Instructions on Contest Finance for District 6 & 5/6 Events

The following contains all the information you need to complete the forms required for reporting the financial information for district contests held at your school. All forms for the reports listed below are available at the District 6 website, [www.ncwaa.org](http://www.ncwaa.org).

## 1. Ticket Sales Report

Use this form for your ticket sales (you may need to make multiple copies). Staple the beginning ticket from the rolls you are using (then begin selling with the next ticket –this is listed as the beginning number on the form) and staple the ending ticket from the rolls (the next one that would have been sold – this is the ending number on the form) to the form that is required by the auditor. Return this form with your financial report. (ADMISSION: download tournament ticket prices from the district website [www.ncwaa.org](http://www.ncwaa.org).)

## 2. Itemized Financial Report

List all the personnel (including volunteer workers) that worked your contests/sessions, the total number of contests/sessions they worked. List the per contest/round salary (download from the District 6 website the district contest personnel pay scale at [www.ncwaa.org](http://www.ncwaa.org)) and total the amount of personnel expenses. For a copy of the guidelines for what personnel should be used for your event download Personnel Guidelines at [www.ncwaa.org](http://www.ncwaa.org). Also list any approved expenses other than personnel on page two of the form.

## 3. Tourney Income & Expense Report

Post all of your revenue and expense totals. Also list the participating teams and the number of participants.

## 4. The Official's Association will bill the District Director for their services. (No forms need be filled out on site).

Make sure that any checks be made out to NCWAA. Also, convert the cash from each contest/round into a cashier's check from your local bank to NCWAA. Send everything with the financial reports to:

Bruce Campbell, Director NCWAA  
1422 John Street  
Wenatchee, WA 98801

Please return all within one week following your last District contest.