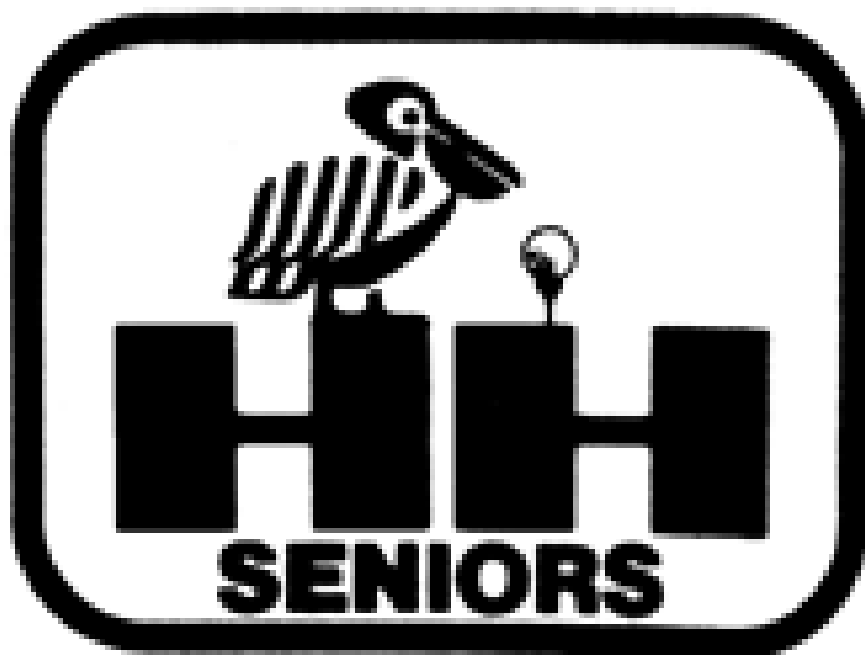


Filling out the Event File



Updated January 2024

On Sunday, you will receive from Fred the Event File for your Event on Monday.

Please start by reading the **Event File Instructions** (first tab). Scroll down! Read this Tab **EVERY EVENT YOU WORK** to keep yourself familiar with what you need to do.

	A	B	C	D
1	TAB	Comment		Instructions
2	Event File Instructions	This file is the only file you need to email after the event is complete.	A.	Update the 4 tabs as listed below (Info for Website through Tournament Summary)
3			B.	Email the completed Event File to the Webmaster, Treasurer, Tournament Chair, Technology Chair, Handicap Chair, Technical Associate and Technical Assistant. Copy and Paste this list: onalagoon@gmail.com, pjlamdin@yahoo.com, runnercorpuz@aol.com, joezamborsky@gmail.com, cm157sib@gmail.com, smgahhita@yahoo.com, claudiapeters124@yahoo.com
4			C.	You are done.
5	Special Situations		A.	Contains instructions for special situation
6	Event Pairings	Contains the pairings for the event with any changes that were made prior to the EC's receiving the Event File	A.	You must enter any changes that are not already reflected in the pairings, highlight the change and indicate date of the change so that the proper charges / refunds can be made.
7			B.	If there are cancellations - enter their ID # & name in "Cancellations" section.
8			C.	If this cancellation results in the replacement of a team, the non-cancelling partner receives a full refund and playing credit. Enter his ID # and name in the "Partner Gets Credit" columns.
9			D.	Enter the ID # and name of any no shows or late cancellations (after Noon on Friday before event) in the "No Show/Late Cancel" section and removed from the pairings.
10	Results Form	Contains a list of prize winners for the event. This will be posted on the website	A.	Enter the hole #'s for the CTP prizes.
11			B.	If golf certificates are awarded as a CTP prize, enter that on second line of CTP section.
12			C.	Enter hole # and ID # of player for each CTP prize. When ID # is entered, name should appear. Check name to make sure prizes are awarded properly.
13			D.	Enter information on Hole-In-One, if that occurs.
14			E.	Enter the prize amount awarded for 1st & 2nd place in each flight.
15			F.	Enter ID # for team members (check name) and score for each winner.
18	Treasurer's Report	Contains information on income (credit card & checks) and expenses (to golf club and elsewhere)	A.	Enter the number of "Reg Members" in the event and the amount of the "Golf Fee".
19			B.	Enter the number of "Reg Members" in the event and the amount of the "Entry Fee".
20			C.	Enter the number of "Host Club Members" in the event.
21			D.	If some members pay by check (does not happen often), enter the number of "Reg Members" and "Host Club Members" at appropriate lines.
22			E.	Enter the number of "Cancellations" in the appropriate line for "Reg Member" or "Host Club Member".
			F.	A member may be given a full refund in some cases/ If this occurs, enter the number of "Full Refunds"

Do you have a Special Situation? Late Cancellations? No Shows? Please read Tab 2!

Even if you don't have a Special Situation, you should read this Tab. **EVERY EVENT YOU WORK!**

Special Situations have a habit of arising at the very last minute. Someone doesn't show, someone gets hurt, etc.

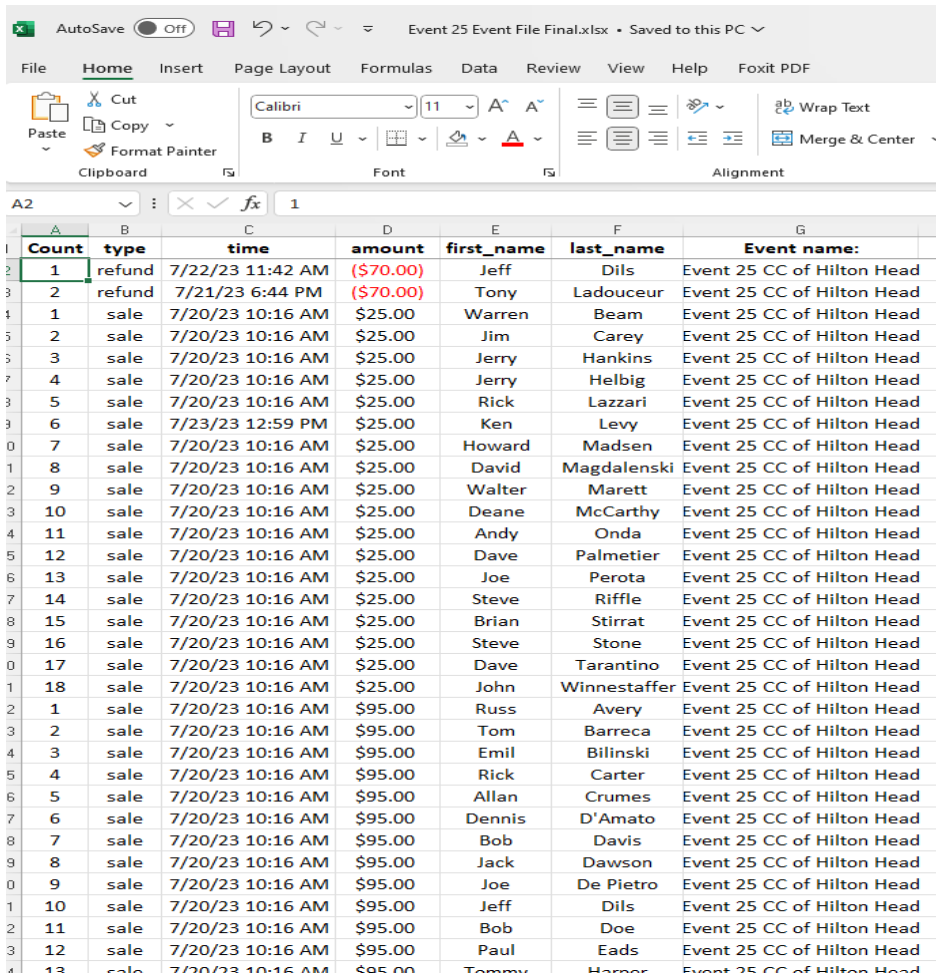
The screenshot shows an Excel spreadsheet titled "Event File Master 2 Man.xlsx". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, Help, and Foxit PDF. The Home ribbon is active, showing options for Clipboard, Font, Alignment, and Number. The spreadsheet content is as follows:

Event Chairman's "Instructions for Special Situations" Reference Tab	
1	
2	1. The line in the "Treasurer's Report" titled "Cash Into SMGA Account" should agree with the Transaction Sheet. If not the EC must provide an explanation in the Tournament Summary to the TA for any post-event refunds. See examples below of situations where these two totals will NOT agree and what an EC should do to properly complete the Event File.
3	
4	
5	Situation #1 – A player is on the pairing sheet in error. But, because he is on the pairings sheet, the EC expects the member to play. When he doesn't show up for the event, the first assumption is that the member is a "No Show". After discussions with the player it is determined that the error was not the member's fault. To address this situation, the EC should do the following:
6	<ul style="list-style-type: none">• In the "Event Pairings" tab, remove the player from the pairings sheet.• In the "Treasurer's Report" tab, reduce the number of total members initially registered by 1:<ul style="list-style-type: none">○ If the member is a "Reg Member", reduce the Golf Fee & Entry Fee (rows 7 & 8)○ If the member is a "Host Club Member", reduce the Entry Fee (row 9)
7	
8	
9	
10	This will result in the "Total Cash into SMGA Bank Account" being less than total amount in the "Transactions" tab. The difference, in this example, would be the total of an individual's fee(s).
11	<ul style="list-style-type: none">• In the "Tournament Summary" tab, document this difference and the explanation of the difference.
12	
13	Situation #2 – A player is on the pairing sheet. The morning of the event he wakes up and is unable to play (eg: illness, back injury, etc.) and notifies the EC. Per the Member's Handbook, the member would receive no refund because the member notified the EC after Noon of the Friday before the event. To address this, the EC should do the following:
14	<ul style="list-style-type: none">• Following these steps will result in the line in the "Treasurer's Report" titled "Cash into SMGA Account" should agree with the total in the "Transactions" tab.• In the "Event Pairings" tab, DO NOT add the member to the "Cancellations" section even though this would be the logical place to record it. Instead, add the member to the "No Show/Late Cancel" section. This will insure NO REFUND is provided.• In the "Treasurer's Report" tab, add 1 to the appropriate "No Show / Late Cancel" line under the section "Number that Actually Played".• In the "Tournament Summary" tab, for consistency, add 1 to the "Late Cancellation" line under "Statistics".
15	
16	
17	
18	

Personally, I like to start by *reviewing* the Transactions Tab (the last one in the report).

Look at how many registrations you have for host club members (\$25 only) and non-host club members (\$25 + applicable cart fee). The first column has a running count of each type.

Look at the refunds were made and for how much – that tells you the number and types of cancellations – members of host clubs, non-host club registrants, etc.



The screenshot shows an Excel spreadsheet titled "Event 25 Event File Final.xlsx". The spreadsheet has a header row with columns: Count, type, time, amount, first_name, last_name, and Event name. The data rows show a list of transactions, including two refunds and many sales. The first two rows are refunds for \$70.00 each, and the remaining rows are sales for \$25.00 or \$95.00. The sales are for "Event 25 CC of Hilton Head".

Count	type	time	amount	first_name	last_name	Event name:
1	refund	7/22/23 11:42 AM	(\$70.00)	Jeff	Dils	Event 25 CC of Hilton Head
2	refund	7/21/23 6:44 PM	(\$70.00)	Tony	Ladouceur	Event 25 CC of Hilton Head
1	sale	7/20/23 10:16 AM	\$25.00	Warren	Beam	Event 25 CC of Hilton Head
2	sale	7/20/23 10:16 AM	\$25.00	Jim	Carey	Event 25 CC of Hilton Head
3	sale	7/20/23 10:16 AM	\$25.00	Jerry	Hankins	Event 25 CC of Hilton Head
4	sale	7/20/23 10:16 AM	\$25.00	Jerry	Helbig	Event 25 CC of Hilton Head
5	sale	7/20/23 10:16 AM	\$25.00	Rick	Lazzari	Event 25 CC of Hilton Head
6	sale	7/23/23 12:59 PM	\$25.00	Ken	Levy	Event 25 CC of Hilton Head
7	sale	7/20/23 10:16 AM	\$25.00	Howard	Madsen	Event 25 CC of Hilton Head
8	sale	7/20/23 10:16 AM	\$25.00	David	Magdalenski	Event 25 CC of Hilton Head
9	sale	7/20/23 10:16 AM	\$25.00	Walter	Marett	Event 25 CC of Hilton Head
10	sale	7/20/23 10:16 AM	\$25.00	Deane	McCarthy	Event 25 CC of Hilton Head
11	sale	7/20/23 10:16 AM	\$25.00	Andy	Onda	Event 25 CC of Hilton Head
12	sale	7/20/23 10:16 AM	\$25.00	Dave	Palmetier	Event 25 CC of Hilton Head
13	sale	7/20/23 10:16 AM	\$25.00	Joe	Perota	Event 25 CC of Hilton Head
14	sale	7/20/23 10:16 AM	\$25.00	Steve	Riffle	Event 25 CC of Hilton Head
15	sale	7/20/23 10:16 AM	\$25.00	Brian	Stirrat	Event 25 CC of Hilton Head
16	sale	7/20/23 10:16 AM	\$25.00	Steve	Stone	Event 25 CC of Hilton Head
17	sale	7/20/23 10:16 AM	\$25.00	Dave	Tarantino	Event 25 CC of Hilton Head
18	sale	7/20/23 10:16 AM	\$25.00	John	Winnestaffer	Event 25 CC of Hilton Head
1	sale	7/20/23 10:16 AM	\$95.00	Russ	Avery	Event 25 CC of Hilton Head
2	sale	7/20/23 10:16 AM	\$95.00	Tom	Barreca	Event 25 CC of Hilton Head
3	sale	7/20/23 10:16 AM	\$95.00	Emil	Bilinski	Event 25 CC of Hilton Head
4	sale	7/20/23 10:16 AM	\$95.00	Rick	Carter	Event 25 CC of Hilton Head
5	sale	7/20/23 10:16 AM	\$95.00	Allan	Crumes	Event 25 CC of Hilton Head
6	sale	7/20/23 10:16 AM	\$95.00	Dennis	D'Amato	Event 25 CC of Hilton Head
7	sale	7/20/23 10:16 AM	\$95.00	Bob	Davis	Event 25 CC of Hilton Head
8	sale	7/20/23 10:16 AM	\$95.00	Jack	Dawson	Event 25 CC of Hilton Head
9	sale	7/20/23 10:16 AM	\$95.00	Joe	De Pietro	Event 25 CC of Hilton Head
10	sale	7/20/23 10:16 AM	\$95.00	Jeff	Dils	Event 25 CC of Hilton Head
11	sale	7/20/23 10:16 AM	\$95.00	Bob	Doe	Event 25 CC of Hilton Head
12	sale	7/20/23 10:16 AM	\$95.00	Paul	Eads	Event 25 CC of Hilton Head
13	sale	7/20/23 10:16 AM	\$95.00	Tommy	Hopper	Event 25 CC of Hilton Head

I also will run a list of how many registrants we had. Good to know for the Treasurer's Report!

And look at the total revenue for the Event to use as a double-check in the Treasurer's Report.

Otherwise, **PLEASE DON'T TOUCH THE TRANSACTIONS TAB!**

The screenshot shows an Excel spreadsheet with the following data:

Count	type	time	amount	first_name	last_name	Event name:
29	sale	7/20/23 10:16 AM	\$95.00	Ronald	Miller	Event 25 CC of Hilton Head
30	sale	7/20/23 10:16 AM	\$95.00	Ed	Millette	Event 25 CC of Hilton Head
31	sale	7/20/23 10:16 AM	\$95.00	Bob	Molloy	Event 25 CC of Hilton Head
32	sale	7/20/23 10:16 AM	\$95.00	Mike	Morrison	Event 25 CC of Hilton Head
33	sale	7/20/23 10:16 AM	\$95.00	Patrick	Onofrio	Event 25 CC of Hilton Head
34	sale	7/20/23 10:16 AM	\$95.00	Russ	Padgett	Event 25 CC of Hilton Head
35	sale	7/20/23 10:16 AM	\$95.00	Primo	Primozich	Event 25 CC of Hilton Head
36	sale	7/20/23 10:16 AM	\$95.00	Greg	Ratajczak	Event 25 CC of Hilton Head
37	sale	7/20/23 10:16 AM	\$95.00	Mark	Rendfeld	Event 25 CC of Hilton Head
38	sale	7/20/23 10:16 AM	\$95.00	John	Reno	Event 25 CC of Hilton Head
39	sale	7/20/23 10:16 AM	\$95.00	Richard	Ries	Event 25 CC of Hilton Head
40	sale	7/20/23 10:16 AM	\$95.00	Joe	Roberts, Jr.	Event 25 CC of Hilton Head
41	sale	7/20/23 10:16 AM	\$95.00	Bob	Sadlier	Event 25 CC of Hilton Head
42	sale	7/20/23 10:16 AM	\$95.00	Bill	Saumsiegle	Event 25 CC of Hilton Head
43	sale	7/20/23 10:16 AM	\$95.00	Jeff	South	Event 25 CC of Hilton Head
44	sale	7/20/23 10:16 AM	\$95.00	Scott	Stehlik	Event 25 CC of Hilton Head
45	sale	7/20/23 10:16 AM	\$95.00	Ken	Strati	Event 25 CC of Hilton Head
46	sale	7/20/23 10:16 AM	\$95.00	Greg	Streber	Event 25 CC of Hilton Head
47	sale	7/20/23 10:16 AM	\$95.00	Craig	Trobaugh	Event 25 CC of Hilton Head
48	sale	7/20/23 10:16 AM	\$95.00	Tom	Willison	Event 25 CC of Hilton Head
49	sale	7/20/23 10:16 AM	\$95.00	Fred	Wisegarver	Event 25 CC of Hilton Head
50	sale	7/22/23 4:30 PM	\$95.00	Marty	Zanotti	Event 25 CC of Hilton Head
51	sale	7/20/23 10:16 AM	\$95.00	Mike	Zarro	Event 25 CC of Hilton Head
			\$5,155.00			

Look at the 3rd Tab – Event Pairings. The left side shows the pairings that are in Golf Genius when the Event File was sent to you. The right side has event info at the top and shows any Cancellations and Alternates for the event. Any further cancelations or no shows must be entered by you.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Group	Time	Hole	ID #	Name	Index	Team	Flight	Tee		Event #	28			
2	1	10:00 AM	1	836	Pelin, John	1.3	1	1	Club		Date	1/15/24			
3	1	10:00 AM	1	723	Welch, Sean	5.4	1	1	Club		Course	Landings: Oakridge			
4	1	10:00 AM	1	838	Stanton, Jim	1.4	2	1	Club		Format	2 Man: BB of Partners			
5	1	10:00 AM	1	616	Rychalsky, Rich	6.4	2	1	Club		EC	Larry Landis & Jeff Dorward			
6	2	10:00 AM	2	555	Magdalenski, David	1.9	3	1	Club						
7	2	10:00 AM	2	599	Beam, Warren	6.4	3	1	Club						
8	2	10:00 AM	2	966	Strati, Ken	4.8	4	1	Club		Late Cancel		No Show		
9	2	10:00 AM	2	997	South, Jeff	7.8	4	1	Medal		ID #	Name	ID #	Name	
10	3	10:00 AM	4	200	Iffland, JR	3.3	5	1	Club		199	Gottschall, Dave			
11	3	10:00 AM	4	183	Henderson, Dennis	9.9	5	1	Club						
12	3	10:00 AM	4	561	Rendfeld, Mark	6.1	6	1	Club						
13	3	10:00 AM	4	258	Logston, Roger	7.3	6	1	Medal						
14	4	10:00 AM	6	216	Jones, Dave	2.1	7	1	Club						
15	4	10:00 AM	6	214	Martinez, Mike	12.5	7	1	Club		CANCELLATIONS		Partner Gets Credit		
16	4	10:00 AM	6	508	Lazzari, Rick	3.6	8	2	Club		ID #	Name	ID #	Name	
17	4	10:00 AM	6	119	Walsh, Dave	13.8	8	2	Medal		180	Crumes, Allan			
18	5	10:00 AM	7	395	Roberts, Jr., Joe	7.8	9	2	Medal						
19	5	10:00 AM	7	949	Sadlier, Bob	10.3	9	2	Club						
20	5	10:00 AM	7	692	McKenna, Charlie	7.7	10	2	Club						
21	5	10:00 AM	7	726	Hutchison, Jim	10.4	10	2	Club						
22	6	10:00 AM	8	246	Elliot, Dave	8	11	2	Club						
23	6	10:00 AM	8	199	Gottschall, Dave	10.3	11	2	Club		Alternates				
24	6	10:00 AM	8	171	Eads, Paul	10.2	12	2	Medal		ID #	Name	Index	Entry #	Tee
25	6	10:00 AM	8	231	Lyle, Dave	10.3	12	2	Medal						
26	7	10:00 AM	9	992	McCollum, Don	8.5	13	2	Club						
27	7	10:00 AM	9	209	Ries, Don	12.4	13	2	Medal						
28	7	10:00 AM	9	411	Wisegarver, Fred	10.3	14	2	Medal						
29	7	10:00 AM	9	716	Berlier, Jim	10.7	14	2	Medal						
30	8	10:00 AM	10	635	Altman, Pete	9.4	15	2	Club						
31	8	10:00 AM	10	745	Tomassini, Bill	11.6	15	2	Club						
32	8	10:00 AM	10	952	MacIntyre, Chick	11.2	16	3	Medal						
33	8	10:00 AM	10	299	Garcia, Mark	11.3	16	3	Medal						
34	9	10:00 AM	11	792	Rosen, Bernie	11.4	17	3	Club						
35	9	10:00 AM	11	136	Hund, Mark	11.8	17	3	Club						
36	9	10:00 AM	11	710	Riffle, Steve	9.4	18	3	Club						
37	9	10:00 AM	11	874	Bennett, Don	14.3	18	3	Medal						

The right side of the Event Pairings tab helps all understand how many Cancellations there were, any No Shows, and how many Alternates came in, etc.

Any changes to the player list *after you receive the Event File* must be updated on this tab. No Shows, Late Cancellations, etc., that come in Sunday night or Monday morning must be entered in the proper section.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Group	Time	Hole	ID #	Name	Index	Team	Flight	Tee		Event #	28			
2	1	10:00 AM	1	836	Pelin, John	1.3	1	1	Club		Date	1/15/24			
3	1	10:00 AM	1	723	Welch, Sean	5.4	1	1	Club		Course	Landings: Oakridge			
4	1	10:00 AM	1	838	Stanton, Jim	1.4	2	1	Club		Format	2 Man: BB of Partners			
5	1	10:00 AM	1	616	Rychalsky, Rich	6.4	2	1	Club		EC	Larry Landis & Jeff Dorward			
6	2	10:00 AM	2	555	Magdalenski, David	1.9	3	1	Club						
7	2	10:00 AM	2	599	Beam, Warren	6.4	3	1	Club						
8	2	10:00 AM	2	966	Strati, Ken	4.8	4	1	Club		Late Cancel		No Show		
9	2	10:00 AM	2	997	South, Jeff	7.8	4	1	Medal		ID #	Name	ID #	Name	
10	3	10:00 AM	4	200	Iffland, JR	3.3	5	1	Club		199	Gottschall, Dave			
11	3	10:00 AM	4	183	Henderson, Dennis	9.9	5	1	Club						
12	3	10:00 AM	4	561	Rendfeld, Mark	6.1	6	1	Club						
13	3	10:00 AM	4	258	Logston, Roger	7.3	6	1	Medal						
14	4	10:00 AM	6	216	Jones, Dave	2.1	7	1	Club						
15	4	10:00 AM	6	214	Martinez, Mike	12.5	7	1	Club		CANCELLATIONS		Partner Gets Credit		
16	4	10:00 AM	6	508	Lazzari, Rick	3.6	8	2	Club		ID #	Name	ID #	Name	
17	4	10:00 AM	6	119	Walsh, Dave	13.8	8	2	Medal		180	Crumes, Allan			
18	5	10:00 AM	7	395	Roberts, Jr., Joe	7.8	9	2	Medal						
19	5	10:00 AM	7	949	Sadlier, Bob	10.3	9	2	Club						
20	5	10:00 AM	7	692	McKenna, Charlie	7.7	10	2	Club						
21	5	10:00 AM	7	726	Hutchison, Jim	10.4	10	2	Club						
22	6	10:00 AM	8	246	Elliot, Dave	8	11	2	Club						
23	6	10:00 AM	8	199	Gottschall, Dave	10.3	11	2	Club		Alternates				
24	6	10:00 AM	8	171	Eads, Paul	10.2	12	2	Medal		ID #	Name	Index	Entry #	Tee
25	6	10:00 AM	8	231	Lyle, Dave	10.3	12	2	Medal						
26	7	10:00 AM	9	992	McCollum, Don	8.5	13	2	Club						
27	7	10:00 AM	9	209	Ries, Don	12.4	13	2	Medal						
28	7	10:00 AM	9	411	Wisegarver, Fred	10.3	14	2	Medal						
29	7	10:00 AM	9	716	Berlier, Jim	10.7	14	2	Medal						
30	8	10:00 AM	10	635	Altman, Pete	9.4	15	2	Club						
31	8	10:00 AM	10	745	Tomassini, Bill	11.6	15	2	Club						
32	8	10:00 AM	10	952	MacIntyre, Chick	11.2	16	3	Medal						
33	8	10:00 AM	10	299	Garcia, Mark	11.3	16	3	Medal						
34	9	10:00 AM	11	792	Rosen, Bernie	11.4	17	3	Club						
35	9	10:00 AM	11	136	Hund, Mark	11.8	17	3	Club						
36	9	10:00 AM	11	710	Riffle, Steve	9.4	18	3	Club						
37	9	10:00 AM	11	874	Bennett, Don	14.3	18	3	Medal						

Any changes to the playing roster *after you receive the Event File from Fred* – e.g., Sunday evening or the morning of the Event – *must* be updated on this Tab. E.g.,

- Late Cancellations
- No Shows the day of the Event

Let's say Player A gets ill Sunday afternoon and calls you to withdraw. You have an Alternate, Player B, with a similar handicap index. You call Player B and he's delighted to be able to play!

Put Player A's ID # & name into the Late Cancel list.

Delete Player B's name from the Alternates list to show he is no longer available as a replacement.

If Player C doesn't show up at the event, put his ID # & name in the No Show list.

In this case, you are not likely to put an Alternate into the playing field. You will likely have to use a Blind to replace Player C. See Part 2 of the Managing SMGA Events On-Site Through USGA-TM for how to insert a "Blind."

Tab 4 – Results Form is completed *after* the Event is finished – to capture the results. It is a summary of the tournament results that is posted on the SMGA YTD Results page.

Who won? Who finished second and third? What were the winning scores? How much did we pay the flight winners (total, individually)?

What holes were the CTPs on? Who had CTPs? Who got \$50 and who got a golf certificate? (**And please indicate how many players the golf certificate was good for – Golf for 2? Golf for 4?!**)

You need to put in the SMGA ID # for each “winner” and the Member’s name will be automatically populated. But double check that the right guy’s name came up.

All the blue shaded boxes should be filled in.

1	Event #	28	Date:	8/21/23	Section:	A & B	
2							
3	Course:	Landings - Oakridge	Format:	2-Man: BB of Partners			
4							
5	Event Chairmen:	Larry Landis & Jeff Dorward					
6							
7			Holes				
8	CTP:	\$50.00 Each	5	16			
9	CTP:	GOLF for 2	3	12			
10							
11	Hole	I/D #	Name	Hole	I/D #	Name	
12	5	710	Steve Riffle	16	997	Jeff South	
13	3	231	Dave Lyle	12	616	Rich Rychalsky	
14							
15	HOLE IN ONE						
16							
17							
18							
19	Ft. Winners(ea.):	\$60.00					
20	Runners Up (ea.)	\$40.00					
21							
22	Ft.	Place	I/D #	Name	I/D #	Name	Score
23	1	1st	223	JR Iffland	183	Dennis Henderson	66
24	1	2nd	836	John Pelin	723	Sean Welch	70
25	2	1st	692	Charlie McKenna	726	Jim Hutchison	70
26	2	2nd	508	Rick Lazzari	119	Dave Walsh	72
27	3	1st	246	Dave Elliot	190	Bob Davis	73 (MOC)
28	3	2nd	952	Chick MacIntyre	299	Mark Garcia	73
29	4	1st	313	Paul Lambdin	989	Jim Strausbaugh	69
30	4	2nd	735	Gary Lautzenhiser	901	Tim O'Toole	70
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							

Tab 5 is the Treasurer's Report.

It is *absolutely crucial* that this Tab be properly and accurately filled out because Paul Lambdin uses this for our financial and banking records.

Fred will populate it with most of the relevant information as of Sunday, but it is still the ECs' responsibility to ensure the accuracy of the information.

And there is some information that the ECs must input or double-check and change. All EC-input cells are in *light blue*. Other cells are locked down. Please *do not* unlock them and make any changes.

If you have any problem, please call Fred (843-597-1078)!

Venue	Landings - Oakridge	Event #	28
TREASURER'S REPORT		<u>Date</u>	21-Aug
("Tab" between blue place holders to insert specific data)			
<u>Cash Into SMGA Account</u>			
	<u>Members Initially Registered</u>		
56	Credit Card: SMGA Reg Member Golf Fees @	\$60.00	\$3,360
56	Credit Card: SMGA Reg Member Entry Fees @	\$25	\$1,400
5	Credit Card: SMGA Host Club Member Entry Fees @	\$25	\$125
	Check: SMGA Reg Member Golf Fees @	\$60.00	\$0
	Check: SMGA Reg Member Entry Fees @	\$25	\$0
	Check: SMGA Host Club Member Entry Fees @	\$25	\$0
1	Cancellation Refunds for Reg Member @	(\$60.00)	(\$60.00)
	Cancellation Refunds for Host Club Members @	\$0	\$0
	Full Refund: SMGA Reg Member @	(\$85.00)	\$0
	Full Refund: SMGA Host Club Member @	(\$25.00)	\$0
Total Cash into SMGA Bank Account			\$4,825.00
<u>Number That Actually Played</u>			
1	NO SHOW / LATE CANCEL - Reg Members	No Funds Go In This Entry Box	
	NO SHOW / LATE CANCEL - Host Club Members		
59	Members Actually Played		
<u>Tournament Expenses</u>			
59	Bag Attendants Gratuity @	\$2	\$118
59	Prize Money - Available @	\$15	\$885
2	Closest to Pin Prizes @	\$50	\$100
	Gift Certificate Prize Money Available		\$785
	Gift Certificate Prize Money - Awarded		\$800
54	Golf Fees @	\$60.00	\$3,240
	Other Expenses (Hospitality, Etc.)		\$0
		TOTAL	\$4,258.00
<u>Payables to Golf Course</u>			
To:	Check Bag Attendant	Bag Attds.	\$118
To:	Debit Card to Host Club	Prize Fees	\$900
To:	Debit Card to Host Club	Golf Fees	\$3,240
		TOTAL	\$4,258.00
Total Loss/Gain to SMGA Treasury			\$567.00
<u>Itemized Description of Additions to SMGA Treasury</u>			
61	Administrative Fee @	\$5	\$305
61	Frequent Player Fee @	\$3	\$183
Net Gain or Loss on Tournament			\$79.00
<u>Signatures</u>			<u>Date</u>
Co-Chair	s/ Jeff Dorward		21-Aug
Co-Chair	s/ [Name]		21-Aug

Start by reconciling the Treasurer's Report against the Transactions Tab.

The TR shows there were 56 Regular Members, 5 Host Club Members, and 1 Regular Member Cancellation.

Cash Into SMGA Account			
	Members Initially Registered		
56	Credit Card: SMGA Reg Member Golf Fees @	\$60.00	\$3,360
56	Credit Card: SMGA Reg Member Entry Fees @	\$25	\$1,400
5	Credit Card: SMGA Host Club Member Entry Fees @	\$25	\$125
	Check: SMGA Reg Member Golf Fees @	\$60.00	\$0
	Check: SMGA Reg Member Entry Fees @	\$25	\$0
	Check: SMGA Host Club Member Entry Fees @	\$25	\$0
1	Cancellation Refunds for Reg Member @	(\$60.00)	(\$60.00)
	Cancellation Refunds for Host Club Members @	\$0	\$0
	Full Refund: SMGA Reg Member @	(\$85.00)	\$0
	Full Refund: SMGA Host Club Member @	(\$25.00)	\$0
Total Cash into SMGA Bank Account			\$4,825.00

So does the Transaction tab

A	B	C	D	E	F	G
Count	type	time	amount	first_name	last_name	Event name:
1	refund	8/20/23 12:41 PM	(\$60.00)	Allan	Crumes	Event 28 Landings
1	sale	8/17/23 10:41 AM	\$25.00	Pete	Altman	Event 28 Landings
2	sale	8/17/23 10:41 AM	\$25.00	Gary	Lautzenhiser	Event 28 Landings
3	sale	8/17/23 10:41 AM	\$25.00	Tim	O'Toole	Event 28 Landings
4	sale	8/17/23 10:41 AM	\$25.00	Bernie	Rosen	Event 28 Landings
5	sale	8/17/23 10:41 AM	\$25.00	BILL	TOMASSINI	Event 28 Landings
1	sale	8/17/23 10:41 AM	\$85.00	Tom	Barreca	Event 28 Landings
2	sale	8/17/23 10:41 AM	\$85.00	Warren	Beam	Event 28 Landings
54	sale	8/17/23 10:41 AM	\$85.00	Dave	Walsh	Event 28 Landings
55	sale	8/17/23 10:41 AM	\$85.00	Sean	Welch	Event 28 Landings
56	sale	8/17/23 10:41 AM	\$85.00	Fred	Wisegarver	Event 28 Landings
			\$4,825.00			

The Treasurer's Report shows there was 1 Regular Member (no Host Club Members) who cancelled. He got a \$60 golf fee refund.

There was 1 "No Show/Late Cancel" member for this even. He did not receive a refund.

	Check: SMGA Host Club member Entry Fees @	\$25	\$0
1	Cancellation Refunds for Reg Member @	(\$60.00)	(\$60.00)
	Cancellation Refunds for Host Club Members @	\$0	\$0
	Full Refund: SMGA Reg Member @	(\$85.00)	\$0
	Full Refund: SMGA Host Club Member @	(\$25.00)	\$0
Total Cash into SMGA Bank Account			\$4,825.00
Number That Actually Played			
1	NO SHOW / LATE CANCEL - Reg Members	No Funds Go In This Entry Box	
	NO SHOW / LATE CANCEL - Host Club Members		
59	Members Actually Played		

The Transactions Tab reflects the 1 cancellation.

A	B	C	D	E	F	G
Count	type	time	amount	first_name	last_name	Event name:
1	refund	8/20/23 12:41 PM	(\$60.00)	Allan	Crumes	Event 28 Landings
1	sale	8/17/23 10:41 AM	\$25.00	Pete	Altman	Event 28 Landings

Remember: No Show/Late Cancellations forfeit both their Entry Fee **AND** their golf fee. It's "money in the bank" for SMGA.

The Total Cash into the SMGA Bank Account was **\$4,825**

\$3,360 in cart fees
 + \$1,400 in Entry Fees
 - \$ 60 in Cancellation Refunds

Cash Into SMGA Account			
	<u>Members Initially Registered</u>		
56	Credit Card: SMGA Reg Member Golf Fees @	\$60.00	\$3,360
56	Credit Card: SMGA Reg Member Entry Fees @	\$25	\$1,400
5	Credit Card: SMGA Host Club Member Entry Fees @	\$25	\$125
	Check: SMGA Reg Member Golf Fees @	\$60.00	\$0
	Check: SMGA Reg Member Entry Fees @	\$25	\$0
	Check: SMGA Host Club Member Entry Fees @	\$25	\$0
1	Cancellation Refunds for Reg Member @	(\$60.00)	(\$60.00)
	Cancellation Refunds for Host Club Members @	\$0	\$0
	Full Refund: SMGA Reg Member @	(\$85.00)	\$0
	Full Refund: SMGA Host Club Member @	(\$25.00)	\$0
Total Cash into SMGA Bank Account			\$4,825.00

And this agrees with the Transactions Tab! If it doesn't agree, you must explain why there is a difference! Usually from a cancellation.

Count	type	time	amount	first_name	last_name	Event name:
1	refund	8/20/23 12:41 PM	(\$60.00)	Allan	Crumes	Event 28 Landings
1	sale	8/17/23 10:41 AM	\$25.00	Pete	Altman	Event 28 Landings
2	sale	8/17/23 10:41 AM	\$25.00	Gary	Lautzenhiser	Event 28 Landings
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1	sale	8/17/23 10:41 AM	\$85.00	Tom	Barreca	Event 28 Landings
2	sale	8/17/23 10:41 AM	\$85.00	Warren	Beam	Event 28 Landings
1	54	sale	8/17/23 10:41 AM	Dave	Walsh	Event 28 Landings
2	55	sale	8/17/23 10:41 AM	Sean	Welch	Event 28 Landings
3	56	sale	8/17/23 10:41 AM	Fred	Wisegarver	Event 28 Landings
4			\$4,825.00			

59 Members actually played – Not a full field.

So, 59 guys contributed \$2 each to the Bag Attendants Gratuity and contributed \$15 each to the Prize Money pool.

- \$118 for Bag Attendants
- Total Prize Money Available was \$885.

The Landings gave us two “Golf for 2” certificates for Closest to the Pins. SMGA contributed two \$50 prizes for the other two Closest to the Pins.

This is an EC input!

\$885 - \$100 leaves \$785 in the Prize Money Fund.

The ECs determine how much prize money is actually awarded. To get the prizes to come out to whole dollars, the prize money awarded occasionally exceeds the total prize fund by a couple of bucks.

Tournament Expenses			
59	Bag Attendants Gratuity @	\$2	\$118
59	Prize Money - Available @	\$15	\$885
2	Closest to Pin Prizes @	\$50	\$100
	Gift Certificate Prize Money Available		\$785
	Gift Certificate Prize Money - Awarded		\$800
54	Golf Fees @	\$60.00	\$3,240
	Other Expenses (Hospitality, Etc.)		\$0
		TOTAL	\$4,258.00

How much do we pay in Prize Money? While ECs have some latitude, the Board Handbook has recommendations.

For Better Ball of Partners, we usually have 6 Flights if we have a full field (100 players), and we typically pay 1st and 2nd in each Flight.

~60% to the 1st place team

~40% to the 2nd place team

For The Legends, the ECs wanted the prizes to be in whole dollars for each team member. So with 4 Flights, they gave out \$800 in prizes even though he had “only” \$785 in the prize fund.

\$120 for 1st place or \$60 per player

\$80 for 2nd place or \$40 per player

For 2 Best Balls of 4, with 2 Flights, we typically pay 1st, 2nd, and 3rd in each flight.

~41% to the 1st place team

~33% to the 2nd place team

~26% to the 3rd place team

The percentages shown are approximations only and can be slightly adjusted to allow for whole dollar prize amounts for each individual pleyer.

It's OK to spend *a little bit* more than what's in the prize fund, particularly since this example Event had a late cancellation where we were retaining that players' golf fees. But don't go overboard!

With all this information, we know our Income and our Expenses.

Our Income was \$4,825. Our Expenses were \$4,258.

<u>Tournament Expenses</u>			
59	Bag Attendants Gratuity @	\$2	\$118
59	Prize Money - Available @	\$15	\$885
2	Closest to Pin Prizes @	\$50	\$100
	Gift Certificate Prize Money Available		\$785
	Gift Certificate Prize Money - Awarded		\$800
54	Golf Fees @	\$60.00	\$3,240
	Other Expenses (Hospitality, Etc.)		\$0
		TOTAL	\$4,258.00

The Treasurer's Report worksheet will automatically populate what we owe to the Host Golf Course.

<u>Payables to Golf Course</u>			
To:	Check Bag Attendant	Bag Attds.	\$118
To:	Debit Card to Host Club	Prize Fees	\$900
To:	Debit Card to Host Club	Golf Fees	\$3,240
		TOTAL	\$4,258.00

Income was \$4,825 and Expenses were \$4,258. So, the gain for the SMGA Treasury was \$567.

Out of this \$567, we allocate \$305 for Administration (61 Registrants x \$5) and \$183 for the FPT (61 Registrants x \$3).

Hence, the “profit” of the Event was \$79.

Why “so much”? Remember, the late canceler forfeited their Cart Fee (\$60) AND their Entry Fee (\$25). And we don’t have “expenses” to the golf course for anyone who cancels. But this really isn’t excess “profit” for SMGA. Anticipated cancellations are built into our Budget.

<u>Payables to Golf Course</u>			
To:	Check Bag Attendant	Bag Attds.	\$118
To:	Debit Card to Host Club	Prize Fees	\$900
To:	Debit Card to Host Club	Golf Fees	\$3,240
		TOTAL	\$4,258.00
Total Loss/Gain to SMGA Treasury			\$567.00
<u>Itemized Description of Additions to SMGA Treasury</u>			
61	Administrative Fee @	\$5	\$305
61	Frequent Player Fee @	\$3	\$183
Net Gain or Loss on Tournament			\$79.00

The 6th Tab is the Tournament Summary.

Just as the title says, this is an overall summary of how the tournament went.

This is particularly useful for *next* year's ECs to know the Pros to contact, what went right and what could be improved upon.

Any complaints or suggestions for future Events at this course should be noted in this Tab.

SENIORS MEN'S GOLF ASSOCIATION

Board/Tournament Summary

Event # 28 Date: 8/21/23 Section: A & B

Course: Landings - Oakridge Format: 2-Man: BB of Partners

List of Host Club Personnel who helped run tournament (Name & Title)

Title	Name
Pro	Chris Leake
Asst Pro	Danielle
Bag Attendants	
Gen Mgr	Andrew Ward, Tournament Director

Course Conditions

Excellent...greens running at 11' 2" on the stimpmeter. Rough was a solid 3-4" of Bermuda. Bunkers were a little on the soft side.

Speed of Play

First group, teeing off of #2 were back to the Clubhouse in 4 hours...last group was 4:40. Paul Eads was reported to be exceedingly slow...may have been partially the heat. We did have a 20-25 minute rain shower.

Statistics

Total Entries	61	
Played	59	
Alternates/Replacements	1	Larry Landis (EC) played as a non-competing marker
Cancellations	2	
Disqualified		
Late Cancellation	1	
No Show		

Complaints

Soft bunkers.

Suggested Improvements for Next Year

Schedule for a Monday that doesn't occur until after the President's Cup event.

General Remarks

Course was terrific. Scores were somewhat on the high side despite lack of length.

If you have a Special Situation, it is important that you document it **somewhere**. If you cannot document it in the Treasurer's Report Tab, please document it in the Tournament Summary Tab.

When you send out the completed Event File, you might also include a brief explanation in your email.

If you encounter a situation that is **not** covered by information provided in the Special Situation Tab, please call Fred or Paul Lambdin and ask for their advice on how to handle it.

If you have an "Extra Special" Situation – Say you bought a keg of beer on a really hot day – record it in the "Other" place on the Treasurer's Report. If you do this, please just note the expense in an email to Paul and Fred and they will handle it. (A keg of beer, for example, will be recorded against the SMGA Budget as a **Hospitality** expense, not an **Event** expense.)