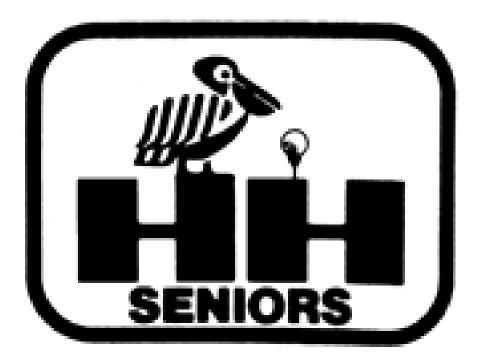
# Filling out the Event File



# Slightly updated 2/24/21

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.

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1	TAB	Comment		Instructions									
2			Α.	Update the 5 tabs as listed below (all but the Transactions tab)									
		to the surface file and		Email the completed Event File to the Webmaster, Treasurer, Turnament Chair,									
		Is the only file you		Technology Chair, Handicap Chair, Technical Associate and Technical Assistant									
	Event File	need to email after	в.	(dickster@hargray.com, rdoerr53@gmail.com, tcantwell@live.com,									
		the event is		pjlambdin@yahoo.com, michaelc105@hargray.com, smgahhita@yahoo.com,									
3		complete.		claudiapeters124@yahoo.com).									
4			C.	You are done.									
5	Special Situations		Α.	Contains instructions for special situation									
÷													
		Contains the	A.	You must enter any changes that are not already reflected in the pairings, highlight the									
6		pairings for the		change and indicate date of the change so that the proper charges / refunds can be made.									
		event with any		If there are cancellations - enter their ID # & name in "Cancellations" or "Late									
	Info for Website	changes that were	В.	Cancellations" (after Noon on Firday before event) section and delete them from the									
7		made prior to the		pairings.									
		EC's receiving the	-	Enter the ID # and name of any no shows in the No Shows section and removed from the									
8		Event File	C.	pairings.									
9			Α.	Enter the hole #'s for the CTP prizes.									
10		Contains a list of	В.	If golf certificates are awarded as a CTP prize, enter that on second line of CTP section.									
		prize winners for	6	Enter hole # and ID # of player for each CTP prize. When ID # is entered, name should									
11	Results Form	the event. This will	C.	appear. Check name to make sure prizes are awarded properly.									
12		be posted on the	D.	Enter information on Hole-In-One, if that occurs.									
13		website	Ε.	Enter the prize amount awarded for 1st & 2nd place in each flight.									
14			F.	Enter ID # for team members (check name) and score for each winner.									
15		Contains a listing	Α.	For each player, enter their gross score.									
16	Player's Gross Score	of the players /	В,	For Each team, enter the team's net score									
17			Α.	Enter the number of "Reg Members" in the event and the amount of the "Cart Fee".									
18			В.	Enter the number of "Reg Members" in the event and the amount of the "Entry Fee".									
				If there is a fee above the "Entry Fee" for a "Host Club Member" (a fee for lunch or if cart	1								-
-	Event File Instr	uctions Special Situa	ations	Info For Website Results Form Player's Gross Score Treasure 🔶 🗄 🖣									F
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- 1	ТАВ	Comment	Instructions	E	F	G	н		J	ĸ	L	- 1
1 20 21 22 23 24 25 26 27	Treasurer's Report	information on income (credit card & checks) and expenses (to golf club and players) for the event.	D.         Enter the number of "Host Club Members" in the event.           E.         If some members pay by check (does not happen often), enter the number of "Reg Members" and "Host Club Members" at appropriate lines.           F.         Enter the number of "Cancellations" in the appropriate line for "Reg Member" or "Host Club Member".           G.         Enter the number of "Late Cancellations" / "No Shows" in the appropriate line for "Reg Member" or "Host Club Member".           H.         Enter the number of CTP prizes where pro shop credit is awarded.           I.         Enter the amount of Gift Certificate Prize Money Awarded (other than CTP). Make sure the amount listed is less than or equal to Prize Money Available.           A.         Enter information that describes the Course Conditions on the day of play.           C         Enter information that describes the Course Conditions on the day of play.									
28 29 30 31 32	rournament Summary	Tournament Chair (and other BOG members) about the event.	desired)       D.       Enter the Statistics requested.       E.       Enter any Complaints.       F.       Enter any Suggestions for Next Year.       G.       Enter any other General Remarks.       This tab can be used as an aide in determining some of the values that are to be entered									
33 34	Transactions	No input required	on the Treasurer's Report tab. It contains a record of the credit card transactions that hav occurred prior to the Event File being sent to the EC. It is sorted by the amount and then by last name and first name of the member. The red numbers (if any) are refunds for known cancellations. The amounts equal to the Entry Fee only (if any) are Host Club Members who entered. The amounts that are a total of the Cart Fee and Entry Fee are the Reg Members.									
35 36 37 38												- -
38	Event File Instr	Special Situa	ons Info For Website Results Form Player's Gross Score Treasure 🕀 🗄 4			Ħ		<u>۳</u>				► 100%

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.

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2 3 4	Event Chairman's "Instructions for Special Situations" Reference Tab 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.									
5	Situation #1 – A player is on the pairing sheet in error. But, because he is on the pairing 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> <li>In the "Info for Website" tab, remove the player from the pairings sheet.</li> <li>In the "Treasurer's Report" tab, reduce the number of total members initially registered by 1:</li> </ul>									-1
7	<ul> <li>In the Treasurer's keport tab, reduce the number of total members initially registered by 1:</li> <li>If the member is a "Reg Member", reduce the Cart Fee &amp; Entry Fee (rows 7 &amp; 8)</li> </ul>									+
9	<ul> <li>If the member is a "Host Club Member", reduce the Entry Fee (row 10)</li> </ul>									
3	This will result in the "Total Cash into SMGA Bank Account" being <i>less than</i> total amount in the "Transactions" tab. The									
10	difference, in this example, would be the total of an individual's fee(s).									
11	In the "Tournament Summary" tab, document this difference and the explanation of the difference.									
12										
13	<u>Situation #2</u> – 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;									
	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.									
14	In the "info for Website" 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 "Late Cancellation" section. This will insure NO REFUND is provided.									
15	In the "Treasurer's Report" tab, add 1 to the appropriate "No Show / Late Cancel" line under the section									
16	"Number that Actually Played".									
10	In the "Tournament Summary" tab, for consistency, add 1 to the "Late Cancellation" line under									
17	"Statistics".									-
Î ( ) →	Event File Instructions Special Situations Info For Website Results Form Player's Gross Score Treasure 🔶	•								►,
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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 (\$20 only) and non-host club members (\$20 + applicable cart fee).

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.

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2	ref	fund	*****	(\$65.00)	Norm	Conley	Event 2 SP Atlantic Dune	es														
3	ref	fund	*****	(\$65.00)	Steve	Johnson	Event 2 SP Atlantic Dune	es														
4			*****	(\$65.00)	Walter	Marett	Event 2 SP Atlantic Dune															
5	ref	fund	*****	(\$65.00)	Scott	Michaels	Event 2 SP Atlantic Dune	es														
6	ref	fund	*****	(\$65.00)	Rich	Sambuchino	Event 2 SP Atlantic Dune	es														
7		ale	******	\$85.00	Chuck	Barton	Event 2 SP Atlantic Dune	es														
8			*****	\$85.00	Gerry	Beauclair	Event 2 SP Atlantic Dune	es														
9	3 si	ale	*****	\$85.00	Andy	Bertram	Event 2 SP Atlantic Dune	es														
10		ale	*****	\$85.00	William	Bogle, Jr.	Event 2 SP Atlantic Dune	es														
11	5 si	ale	*****	\$85.00	Ron	Borders	Event 2 SP Atlantic Dune	es														
12		ale	*****	\$85.00	Dick	Brasfield	Event 2 SP Atlantic Dune	es														
13		ale	*****	\$85.00	Barry	Burgoyne	Event 2 SP Atlantic Dune	es														
14		ale	*****	\$85.00	Brian	Burke	Event 2 SP Atlantic Dune	es														
15		ale	*****	\$85.00	Jack	Cain	Event 2 SP Atlantic Dune	es														
16		ale	*****	\$85.00	Jim	Carey	Event 2 SP Atlantic Dune	es														
17		ale	*****	\$85.00	Norm	Conley	Event 2 SP Atlantic Dune	es														
18		ale	*****	\$85.00	Fred	Corpuz	Event 2 SP Atlantic Dune	es														
19		ale	******	\$85.00	Bob	Davis	Event 2 SP Atlantic Dune	es														
20	14 s	ale	*****	\$85.00	Jack	Dawson	Event 2 SP Atlantic Dune	es														
21	15 si	ale	*****	\$85.00	Bob	Day	Event 2 SP Atlantic Dune	es														
22	16 s	ale	*****	\$85.00	Ken	Demarchi	Event 2 SP Atlantic Dune	es														
23	17 si	ale	*****	\$85.00	Dick	DeMars	Event 2 SP Atlantic Dune	es														
24	18 S	ale	*****	\$85.00	Ron	Discher	Event 2 SP Atlantic Dune	es														
25	19 si	ale	*****	\$85.00	Bob	Doerr	Event 2 SP Atlantic Dune	es														
26	20 si	ale	*****	\$85.00	Bill	Eisenman	Event 2 SP Atlantic Dune	es														
27	21 si	ale	*****	\$85.00	Jack	Elrod	Event 2 SP Atlantic Dune	es														
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29	23 s	ale	*****	\$85.00	Bill	Frankenbach	Event 2 SP Atlantic Dune	es														
30	24 si	ale	*****	\$85.00	David	Furman	Event 2 SP Atlantic Dune	es														
31	25 si	ale	*****	\$85.00	Chris	Gallert	Event 2 SP Atlantic Dune	es														
32	26 s	ale	*****	\$85.00	Mark	Garcia	Event 2 SP Atlantic Dune	es														-
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I also will run a list of how many registrants we had. Good to know for the Treasurer's Report!

And I total up the revenue for the Event to use as a double-check in the Treasurer's Report. OK, Fred dislikes me doing this, but...you can always delete the summation once you've double checked it against the Treasurer's Report

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

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84	78	sale		\$85.00	John	Petraglia	Event 2 SP Atlantic Dunes															_
85	79 80	sale	*****	\$85.00	Mike	Riccobono	Event 2 SP Atlantic Dunes															_
86	81	sale	*****	\$85.00	Jamie	Rice	Event 2 SP Atlantic Dunes															
87 88	82	sale sale	*****	\$85.00 \$85.00	Richard Al	Robertson Rosenberg	Event 2 SP Atlantic Dunes Event 2 SP Atlantic Dunes															
89	83	sale	*****	\$85.00	Bob	Russo	Event 2 SP Atlantic Dunes															
90	84	sale	*****	\$85.00	Bob	Sadlier	Event 2 SP Atlantic Dunes															
91	85	sale	*****	\$85.00	Rich		Event 2 SP Atlantic Dunes															
92	86	sale	*****	\$85.00	Rich	Sandquist	Event 2 SP Atlantic Dunes															
93	87	sale	****	\$85.00	Charlie	Sapernakis	Event 2 SP Atlantic Dunes															
94	88	sale	*****	\$85.00	Bill	Saumsiegle	Event 2 SP Atlantic Dunes															
95	89	sale	*****	\$85.00	Tim	Scanlin	Event 2 SP Atlantic Dunes															
96	90	sale	*****	\$85.00	Don	Schink	Event 2 SP Atlantic Dunes															
97	91	sale	*****	\$85.00	Ron	Schrotberger	Event 2 SP Atlantic Dunes															
98	92	sale	*****	\$85.00	Chuck	Shaynak	Event 2 SP Atlantic Dunes															
99	93 94	sale	*****	\$85.00	Bob	Smith	Event 2 SP Atlantic Dunes															
100	94 95	sale	*****	\$85.00	Jeff	South	Event 2 SP Atlantic Dunes															
101 102	96	sale	*****	\$85.00 \$85.00	Brian	Stirrat	Event 2 SP Atlantic Dunes															
102	97	sale sale	******	\$85.00	Frank Jim	Straat Strausbaugh	Event 2 SP Atlantic Dunes Event 2 SP Atlantic Dunes															
103	98	sale	*****	\$85.00	william	stroner	Event 2 SP Atlantic Dunes															
105	99	sale	*****	\$85.00	Frank	Sutera	Event 2 SP Atlantic Dunes															
106	100	sale	##################	\$85.00	John	Tignor	Event 2 SP Atlantic Dunes															
107	101	sale	*****	\$85.00	Lou	Tramontano																
108	102	sale	*****	\$85.00	Mike	Valadez	Event 2 SP Atlantic Dunes															
109	103	sale	*****	\$85.00	Jim	Vogel	Event 2 SP Atlantic Dunes															
110	104	sale	*****	\$85.00	Larry	Ward	Event 2 SP Atlantic Dunes															
111	105	sale	*****	\$85.00	Rob	Webb	Event 2 SP Atlantic Dunes															
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# Look at the 3<sup>rd</sup> Tab – Info For Website. This will help you understand how many Cancellations there were, how many Alternates came in, etc.

As we modify our pairings procedure, and pair closer to the Event day, you may not have yellow highlighted names and dates. Or may not have as many to deal with. But in this example, we had 71

	Date	: January 27, 2020			4 Man	: 2 F
	Duto	. oundury 21, 2020			- man	
		Event Chairmer	Bret	Jacobo	witz (843	3-71
		11:00 AM	Shotg	un Star	t. Hole a	ass
	ID #	Name	Index	Flight	Тее	
		Group 1	maex			
	578	Doerr, Bob	6.5	1	White	
		Lamberton, Bill	8.5	1	White	
		Bertram, Andy	9.6	1	White	
	470	Shaynak, Chuck	12.0	1	White	
	442	Group 2 Dawson, Jack	4.6	1	White	
		Jourdan, John	9.5	1	Gold	
		Johnson, Bill	9.9	1	White	
		Garcia, Mark	13.7	1	Gold	
		Group 3		•		
1/21/20		Bogle, Jr., Bill	6.0	1	White	
	503		9.3	1	White	
		Discher, Ron	12.0	1	Gold	
	212	Hartnett, Rick Group 4	12.3		Gold	
	385		5.4	1	White	
1/17/20	478	Tignor, John	6.7	1	White	
		Mathe, Larry	12.3	1	White	
	597	Robertson, Richard	12.2	1	White	
	170	Group 5	5.4	1	White	
	997	Ghent, Gary South, Jeff	5.1 7.2	1	White	
	287	Zamborsky, Joe	12.6	1	Gold	
	137	Cain, Jack	12.2	1	Gold	
		Group 6				
		Magdalenski, David	3.8	1	White	
	245		7.9	1	White	
		Padgett, Russ	11.1	1	White	
	488	Rosenberg, Al Group 7	12.2	1	White	
	923	Murphy, Steve	6.2	1	White	
		Henry, Whitey	7.8	1	Gold	
		Nontelle, Don	10.7	1	Gold	
	348	Demarchi, Ken	13.3	1	Gold	
	0.00	Group 8				
		Hollingsworth, Mark	3.0	1	White	
		Nicoll, Dan Orr, Dave	9.4 10.7	1	White Gold	
		Burke, Brian	13.3	1	White	
		Group 9				
		Landis, Larry	4.2	1	White	
		Riccobono, Mike	9.4	1	White	
4/40/00		Pease, Tony	10.5	1	White	
1/18/20	925	Schrotberger, Ron Group 10	12.2	1	White	
	32	Eisenman, Bill	6.3	1	White	
		Kermisch, Steve	6.6	1	White	
	506	Levy, Ken	11.1	1	Gold	
	540	DeMars, Dick	12.3	1	Gold	
	500	Group 11	45	4	\A/b:+-	
	508 949	Lazzari, Rick Sadlier, Bob	4.5 8.6	1	White White	
		McDonald, Gary	10.6	1	White	
		MacIntyre, Chick	11.7	1	Gold	
		Group 12				
	960	Obrig, Dick	5.0	1	White	
		Carey, Jim	9.8	1	White	
		Valadez, Mike	10.3	1	White	
	434	Saumsiegle, Bill	13.0	1	White	
	550	Group 13 Kuenkler, Ron	16.1	2	White	
		Onofrio, Patrick	16.1	2	Gold	
		Panepinto, Jim	21.8	2	Gold	
		Elrod, Jack	21.3	2	Gold	
		· · · ·				

Se	ea Pines - A	<b>Atla</b>	ntic	; Dui	nes				Eve	nt 2	
Date	: January 27, 2020			4 Man	: 2 BB of	4 (F	lighted)		HDC	CP: 85%	
	Event Chairmer	• Bret	lacobo	witz (84:	2-715-906	67) 8	Brian Austin (24	18-613-	6438)		
							•		0400)		
	11:00 AM	Shotg	un Star	t. Hole a	assignme	ents	made on day of	play.			
ID #	Name	Index	Flight	Тее		ID #	Name	Index	Flight	Tee	
	Group 1						Group 14				
	Doerr, Bob	6.5	1	White			Sandquist, Rich	15.2	2	White White	
	Lamberton, Bill Bertram, Andy	8.5 9.6	1	White White			Stirrat, Brian Straat, Frank	16.0 20.7	2	Gold	i — – Į
	Shaynak, Chuck	9.6	1	White			Day, Bob	20.7	2	Gold	
	Group 2						Group 15				
	Dawson, Jack	4.6	1	White			Petersen, Paul	15.2	2	Gold	
	Jourdan, John	9.5	1	Gold			Henderson, Johr		2	White	
	Johnson, Bill Garcia, Mark	9.9 13.7	1	White Gold			Furman, David Kelly, Jay	18.5 24.1	2	Gold Gold	
233	Garcia, Mark Group 3	13.1		Guia		412	Group 16	24.1	<u> </u>	Guiu	
655	Bogle, Jr., Bill	6.0	1	White	1	462	Webb, Rob	14.7	2	White	
503	Hunter, Jack	9.3	1	White	6	654	McClellan, Bernie	15.2	2	White	1/26/20
	Discher, Ron	12.0	1	Gold			Tramontano, Lou		2	Gold	1/25/00
272	Hartnett, Rick Group 4	12.3	1	Gold		315	Nalwasky, Dick Group 17	27.0	2	Gold	1/25/20
385	Beauclair, Gerry	5.4	1	White		244	Frankenbach, Bil	14.8	2	Gold	
	Tignor, John	6.7	1	White			Strausbaugh, Jin		2	Gold	
709	Mathe, Larry	12.3	1	White		891	O'Grady, Will	19.7	2	Gold	
597	Robertson, Richard	12.2	1	White	8	833	Burgoyne, Barry	23.4	2	Gold	
170	Group 5	54		14/1-14-		200	Group 18	10.4		0.14	
	Ghent, Gary South, Jeff	5.1 7.2	1	White White			Lucas, Bill Miller, Ronald	16.4 16.9	2	Gold Gold	
	Zamborsky, Joe	12.6	1	Gold			Lambdin, Paul	16.9	2	Gold	
	Cain, Jack	12.0	1	Gold			Maguire, John	25.0	2	Gold	
	Group 6						Group 19				
	Magdalenski, David		1	White			McClurg, Lee	15.2	2	Gold	
	Hudson, Joe	7.9	1	White			Russo, Bob	17.1	2	Gold	
	Padgett, Russ Rosenberg, Al	11.1	1	White White			Hull, Fred Sapernakis, Cha	20.0 22.5	2	Gold Gold	
400	Group 7	12.2		VVInc		300	Group 20	22.5	<u> </u>	Guiu	
923	Murphy, Steve	6.2	1	White	4	436		14.8	2	Gold	
479	Henry, Whitey	7.8	1	Gold			Smith, Bob	17.5	2	Gold	
614	Nontelle, Don	10.7	1	Gold			Kennen, Duane	18.4	2	Gold	
348	Demarchi, Ken	13.3	1	Gold	e	607	Ernst, Larry	22.0	2	White	
270	Group 8 Hollingsworth, Mark	3.0	1	White		603	Group 21	13.7	2	Gold	
	Nicoll, Dan	<u>3.0</u> 9.4	1	White			Ward, Larry Sutera, Frank	17.6	2	Gold	
	Orr, Dave	10.7	1	Gold			Michael, Charlie	18.7	2	Gold	
	Burke, Brian	13.3	1	White			Vogel, Jim	24.2	2	Gold	
	Group 9						Group 22				
	Landis, Larry	4.2	1	White			Winslow, Jim	13.0	2	Gold	
	Riccobono, Mike Pease, Tony	9.4 10.5	1	White White			McNamara, Pat Davis, Bob	16.1 18.7	2	Gold Gold	i
	Schrotberger, Ron	10.5	1	White			Garmston, Chris	25.0	2	Gold	
0_0	Group 10	16.00				200	Group 23	20.0		00.0	
	Eisenman, Bill	6.3	1	White			Rice, Jamie	15.9	2	Gold	1
	Kermisch, Steve	6.6	1	White			Peters, David	15.9	2	Gold	
	Levy, Ken	11.1	1	Gold			Corpuz, Fred	15.2	2	Gold	
540	DeMars, Dick Group 11	12.3	1	Gold		456	Barton, Chuck Group 24	25.2	2	Gold	
508	Lazzari, Rick	4.5	1	White		468	Jacobsen, Skip	14.7	2	Gold	1/25/20
	Sadlier, Bob	8.6	1	White			Gallert, Chris	15.4	2	White	
	McDonald, Gary	10.6	1	White				17.5	2	Gold	
952	MacIntyre, Chick	11.7	1	Gold	<u></u>	584	Scanlin, Tim	25.9	2	Gold	}
060	Group 12 Obrig, Dick	5.0	1	White	_	113	Group 25 Schink, Don	13.1	2	White	1/25/20
	Carey, Jim	5.0 9.8	1	White					2	White	1/25/20
	Valadez, Mike	10.3	1	White			Petraglia, John	19.8	2	Gold	
	Saumsiegle, Bill	13.0	1	White			Brasfield, Dick	23.3	2	Gold	
	Group 13										
	Kuenkler, Ron	16.1	2	White							
	Onofrio, Patrick Panepinto, Jim	16.1 21.8	2	Gold Gold							
	Elrod, Jack	21.8	2	Gold							
0	Elica, eac.		<u> </u>								7

Look at the bottom of the 3<sup>rd</sup> Tab – Info For Website. To further help you understand how many Cancellations there were, 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.

		ALTERN	IATES				ALTER	NATES	5	
	ID #		Index	Entry	Тее	ID #			Entry	Tee
						561	Rendfeld, Mark	6.0	124	White
							Stitzer, David	19.1	125	Gold
							Rosenthal, Bruce		126	Gold
	1007	Wilson, Greg	9.0	110	Gold		Kerr, Jim	16.5	127	Gold
		Glover, David	17.4	111	Gold		Vanderpool, Led		128	White
		Crawford, Dennis	17.0	112	Gold		Hoover, Randy	9.4	129	White
		,					Poag, John	17.4	130	Gold
	233	Solari, George	20.8	114	Gold		Sprecher, Garth	8.5	131	White
		· · · · ·					Schopfer, Don	13.3	132	White
							Lawson, Jim	17.1	133	Gold
	193	Harris, Tim	15.6	117	Gold		McClellan, Bernie		134	White
		Rushford, Brad	7.7	118	White		Bogle, Jr., Bill	6.0	135	White
	599	Beam, Warren	8.7	119	White	656	Ruffalo, Tom	17.0	136	Gold
	356	McInerney, Pat	18.8	120	Gold		Kolkebeck, Chuc	15.7	137	Gold
		Wolf, Fred	16.8	121	Gold		Merrill, Fred	21.8	138	Gold
	549	Nelson, Dave	11.4	123	White	531	Buckley, Ed	11.7	139	White
		ANCELLATIONS					e Cancellation			
	ID #					ID #				
1/17/20		Sambuchino, Rich					Kemp, Mel		5/20	
1/20/20		Johnson, Steve				<mark>1003</mark>	McCusker, Dick	1/2	6/20	
1/21/20		Michaels, Scott								
1/22/20		Conley, Norm								
1/25/20	346	Marett, Bill								
							NO SHOWS			
						ID #	Name			

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 seriously 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!

Move Player A's name from the playing roster into the Late Cancellation list and not the date of his withdrawal.

Move Player B's name from the Alternates list into the playing roster (in Player A's former place) and note the date.

If Player C doesn't show up, remove his name from the playing roster and put it in the No Shows 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 is completed *after* the Event is finished – to capture the results.

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 \$25 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.

Event #	2	Date:	1/27/20	Section:	Gr & Wh
Course:	Sea Pi	nes - Atlantic Dunes		Format:	4 Man: 2 BB of 4
Event Cl	nmn:	Bret J	acobowitz	& Brian A	lustin
			Но	les	
CTP:		\$25.00 Each	10	15	
CTP:	Go	If for 2 with Cart	3	7	
Hole	I/D #	Name	Hole	I/D #	Name
3	470	Chuck Shaynak	10	538	Duane Kennen
7	370	Mark Hollingsworth	15	176	Gary Ghent
			Hole	I/D #	Name
	HOL	E IN ONE			
		_			
		LOWER HANDICAP FLIGHT			
Place	I/D #	Name	Score	Amount	
	442 118	Jack Dawson John Jourdan		\$224	
1st	294	Bill Johnson	127	(\$56/man)	
	299	Mark Garcia		(950/11011)	
	233				
	555	David Magdalenski			
2nd	245	Joe Hudson	124 MOC	\$168	
Zna	206	Russ Padgett	134 MOC	(\$42/man)	
	488	Al Rosenberg			
	000	Diak Ohria			
	334	Dick Obrig Jim Carey		\$132	
3rd	133	Mike Valadez	134 MOC	(\$33/man)	
	434	Bill Saumsiegle		(955/1101)	
		HIGHER HANDICAP FLIGHT	Г		
	468	Skip Jacobsen		6224	
1st	552	Chris Gallert	129	\$224 (\$56/man)	
	595 584	Ron Borders Tim Scanlin		(\$50/man)	
	564				
	113	Don Schink			
	199	Dave Gottschall		\$168	
2nd	713	John Petraglia	131	(\$42/man)	
	572	Dick Brasfield			
	289	Bill Lucas		4.00	
3rd	338	Ronald Miller	137	\$132	
JIU	313	Paul Lambdin		(\$33/man)	
	446	John Maguire			]

Tab 5 is the Treasurer's Report.

It is *absolutely crucial* that this Tab be properly and accurately filled out because Bob Doerr 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 ECinput 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!

TREASURER'S REPORT         Date         27-Jan           ('Tab' between blue place holders to insert specific data)         Image: Construct of the specific data         Image: Construct of the specific data           Cash Into SMGA Account         Members Initially Registered         S65.00         \$6,955           107         Credit Card: SMGA Reg Member Cart Fees_@         \$20         \$2,140           Credit Card: SMGA Host Club Member Other         Fees_@         \$0           Credit Card: SMGA Host Club Member Entry         Fees_@         \$20         \$0           Check: SMGA Reg Member Cart Fees_@         \$20         \$0         \$0           Check: SMGA Reg Member Cart Fees_@         \$20         \$0         \$0           Check: SMGA Reg Member Entry Fees_@         \$20         \$0         \$0           Check: SMGA Host Club Members _@         \$20         \$0         \$0           Soccheck: SMGA Host Club Members _@         \$20         \$0         \$0           Cancellation Refunds for Host Club Members _@         \$0         \$0         \$0           Total Cash into SMGA Bank Account         \$8,770.00         \$8,770.00           Number That Actually Played         \$0         \$0         \$0           Tournament Expenses         100         Bag Attendants Gratuity         @	<u>Venue</u>	<u>Sea Pines - Atlantic Dunes</u>	Event #	2
Cash Into SMGA Account         Members Initially Registered       107         Credit Card: SMGA Reg Member Cart Fees_@       \$20         107       Credit Card: SMGA Reg Member Entry Fees_@       \$20         Credit Card: SMGA Host Club Member Other       \$0         Credit Card: SMGA Host Club Member Entry       \$20         Fees_@       \$20       \$0         Check: SMGA Reg Member Cart Fees_@       \$20       \$0         Check: SMGA Reg Member Cart Fees_@       \$20       \$0         Check: SMGA Reg Member Entry Fees_@       \$20       \$0         Check: SMGA Host Club Members       @       \$20       \$0         Check: SMGA Host Club Members_@       \$20       \$0       \$0         Check: SMGA Host Club Members_@       \$20       \$0       \$0         Cancellation Refunds for Host Club Members_@       \$0       \$0       \$0         Total Cash into SMGA Bank Account       \$8,770.00       \$8,770.00         Number That Actually Played       No Funds Go In This       Entry Box         100       Members Actually Played       \$11       \$1,100         2       NO SHOW / LATE CANCEL - Reg Members       No Funds Go In This         100       Bag Attendants Gratuity       \$2       \$25       \$50<		TREASURER'S REPORT	Date	27-Jan
Cash Into SMGA Account         Members Initially Registered       107         Credit Card: SMGA Reg Member Cart Fees_@       \$20         107       Credit Card: SMGA Reg Member Entry Fees_@       \$20         Credit Card: SMGA Host Club Member Other       \$0         Credit Card: SMGA Host Club Member Entry       \$20         Fees_@       \$20       \$0         Check: SMGA Reg Member Cart Fees_@       \$20       \$0         Check: SMGA Reg Member Cart Fees_@       \$20       \$0         Check: SMGA Reg Member Entry Fees_@       \$20       \$0         Check: SMGA Host Club Members       @       \$20       \$0         Check: SMGA Host Club Members_@       \$20       \$0       \$0         Check: SMGA Host Club Members_@       \$20       \$0       \$0         Cancellation Refunds for Host Club Members_@       \$0       \$0       \$0         Total Cash into SMGA Bank Account       \$8,770.00       \$8,770.00         Number That Actually Played       No Funds Go In This       Entry Box         100       Members Actually Played       \$11       \$1,100         2       NO SHOW / LATE CANCEL - Reg Members       No Funds Go In This         100       Bag Attendants Gratuity       \$2       \$25       \$50<		("Tab" between blue place holders to insert specific data)		
Members Initially Registered       \$6,955         107       Credit Card: SMGA Reg Member Cart Fees_@ \$20       \$2,140         Credit Card: SMGA Host Club Member Other       \$0         Fees_@       \$0         Credit Card: SMGA Host Club Member Other       \$0         Fees_@       \$20       \$0         Check: SMGA Reg Member Cart Fees_@       \$20       \$0         Check: SMGA Reg Member Cart Fees_@       \$20       \$0         Check: SMGA Reg Member Entry Fees_@       \$20       \$0         Check: SMGA Host Club Member Entry Fees_@       \$20       \$0         S       Cancellation Refunds for Reg Members_@       \$0       \$0         Cancellation Refunds for Host Club Members_@       \$0       \$0         Cancellation Refunds for Host Club Members_@       \$0       \$0         Vo SHOW / LATE CANCEL - Reg Members       No Funds Go In This         NO SHOW / LATE CANCEL - Reg Members       No Funds Go In This         100       Members Actually Played       No Funds Go In This         100       Bag Attendants Gratuity       @       \$2       \$200         100       Bag Attendants Gratuity       @       \$2       \$200         100       Bag Attendant       \$1,048       \$1,048         10				
Members Initially Registered       \$6,955         107       Credit Card: SMGA Reg Member Cart Fees_@ \$20       \$2,140         Credit Card: SMGA Host Club Member Other       \$0         Fees_@       \$0         Credit Card: SMGA Host Club Member Other       \$0         Fees_@       \$20       \$0         Check: SMGA Reg Member Cart Fees_@       \$20       \$0         Check: SMGA Reg Member Cart Fees_@       \$20       \$0         Check: SMGA Reg Member Entry Fees_@       \$20       \$0         Check: SMGA Host Club Member Entry Fees_@       \$20       \$0         S       Cancellation Refunds for Reg Members_@       \$0       \$0         Cancellation Refunds for Host Club Members_@       \$0       \$0         Cancellation Refunds for Host Club Members_@       \$0       \$0         Vo SHOW / LATE CANCEL - Reg Members       No Funds Go In This         NO SHOW / LATE CANCEL - Reg Members       No Funds Go In This         100       Members Actually Played       No Funds Go In This         100       Bag Attendants Gratuity       @       \$2       \$200         100       Bag Attendants Gratuity       @       \$2       \$200         100       Bag Attendant       \$1,048       \$1,048         10		Cash Into SMGA Account		
107       Credit Card: SMGA Reg Member Entry Fees_@       \$20       \$2,140         Credit Card: SMGA Host Club Member Other       Fees_@       \$0         Credit Card: SMGA Host Club Member Entry       Fees_@       \$20       \$0         Check: SMGA Reg Member Cart Fees_@       \$20       \$0         Check: SMGA Reg Member Entry Fees_@       \$20       \$0         Check: SMGA Reg Member Entry Fees_@       \$20       \$0         Check: SMGA Host Club Member Entry Fees_@       \$20       \$0         Cancellation Refunds for Reg Members_@       \$20       \$0         Cancellation Refunds for Host Club Members_@       \$0       \$0         Cancellation Refunds for Host Club Members_@       \$0       \$0         Variable       \$10       No SHOW / LATE CANCEL - Host Club Members       No Funds Go In This         100       Members Actually Played       No Funds Go In This       Entry Box         100       Bag Attendants Gratuity       @       \$2       \$200         100       Prize Money - Available       @       \$11       \$1,100         2       Closest to Pin Prizes       @       \$25       \$50         Gift Certificate Prize Money - Awarded       \$1,048       \$100       \$1,048         100       Cart Fees				
107       Credit Card: SMGA Reg Member Entry Fees_@       \$20       \$2,140         Credit Card: SMGA Host Club Member Other       Fees_@       \$0         Credit Card: SMGA Host Club Member Entry       Fees_@       \$20       \$0         Check: SMGA Reg Member Cart Fees_@       \$20       \$0         Check: SMGA Reg Member Entry Fees_@       \$20       \$0         Check: SMGA Reg Member Entry Fees_@       \$20       \$0         Check: SMGA Host Club Member Entry Fees_@       \$20       \$0         Cancellation Refunds for Reg Members_@       \$20       \$0         Cancellation Refunds for Host Club Members_@       \$0       \$0         Cancellation Refunds for Host Club Members_@       \$0       \$0         Variable       \$10       No SHOW / LATE CANCEL - Host Club Members       No Funds Go In This         100       Members Actually Played       No Funds Go In This       Entry Box         100       Bag Attendants Gratuity       @       \$2       \$200         100       Prize Money - Available       @       \$11       \$1,100         2       Closest to Pin Prizes       @       \$25       \$50         Gift Certificate Prize Money - Awarded       \$1,048       \$100       \$1,048         100       Cart Fees	107	Credit Card: SMGA Reg Member Cart Fees@	\$65.00	\$6,955
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Credit Card: SMGA Host Club Member Entry Fees_@       \$20       \$0         Check: SMGA Reg Member Cart Fees_@       \$20       \$0         Check: SMGA Reg Member Entry Fees_@       \$20       \$0         Check: SMGA Host Club Member Entry Fees_@       \$20       \$0         Check: SMGA Host Club Member Entry Fees_@       \$20       \$0         Cancellation Refunds for Reg Members_@       \$0       \$0         Cancellation Refunds for Host Club Members_@       \$0       \$0         Cancellation Refunds for Host Club Members_@       \$0       \$0         Cancellation Refunds for Host Club Members_@       \$0       \$0         Vamber That Actually Played       2       \$0       \$0         NO SHOW / LATE CANCEL - Host Club Members       No Funds Go In This       Entry Box         100       Bag Attendants Gratuity@       \$2       \$200         100       Prize Money - Available       @       \$11       \$1,100         2       Closest to Pin Prizes       @       \$25       \$50         Gift Certificate Prize Money - Awailable       \$1,050       \$1,050       \$0       \$0         Q       Other       \$0       \$0       \$0       \$0       \$0         100       Cart Fees       @       \$65,0				\$0
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Check: SMGA Reg Member Entry Fees       @       \$20       \$0         Check: SMGA Host Club Member Entry Fees       @       \$20       \$0         5       Cancellation Refunds for Reg Members       @       (\$65.00)       (\$325.00)         Cancellation Refunds for Host Club Members       @       \$0       \$0         Cancellation Refunds for Host Club Members       @       \$0       \$0         Total Cash into SMGA Bank Account       \$8,770.00         Number That Actually Played         2       NO SHOW / LATE CANCEL - Reg Members       No Funds Go In This         100       Members Actually Played       No Funds Go In This         Tournament Expenses         100       Bag Attendants Gratuity       @       \$2       \$200         100       Prize Money - Available       @       \$11       \$11,000         2       Closest to Pin Prizes       @       \$25       \$50         Gift Certificate Prize Money - Awarded       \$1,048       \$100       \$6,500       \$0         O Other       \$0       \$0       \$0       \$0         TO: Check Bag Attendant       Bag Attds.       \$200         To: Check Bag Attendant       Bag Attds.       \$2			· ·	
Check: SMGA Host Club Member Entry Fees @       \$20       \$0         5       Cancellation Refunds for Reg Members @       \$0       \$0         Cancellation Refunds for Host Club Members _@       \$0       \$0         Cancellation Refunds for Host Club Members _@       \$0       \$0         Total Cash into SMGA Bank Account       \$8,770.00         Number That Actually Played       \$8,770.00         2       NO SHOW / LATE CANCEL - Reg Members       No Funds Go In This Entry Box         100       Members Actually Played       \$10         7000       Tournament Expenses       \$11         100       Bag Attendants Gratuity       @       \$2       \$200         100       Prize Money - Available       @       \$11       \$1,100         2       Closest to Pin Prizes       @       \$25       \$50         Gift Certificate Prize Money Available       \$11,050       \$1,048       \$100         Cart Fees       @       \$65.00       \$0       \$0         100       Cart Fees       @       \$65.00       \$0         100       Cart Fees       @       \$65.00       \$0         0       Other       \$0       \$0       \$0         100       Cart Fees				•
5       Cancellation Refunds for Reg Members       @       (\$65.00)       (\$325.00)         Cancellation Refunds for Host Club Members       @       \$0       \$0         Total Cash into SMGA Bank Account       \$8,770.00         Number That Actually Played         2       NO SHOW / LATE CANCEL - Reg Members       No Funds Go In This Entry Box         100       Members Actually Played       No Funds Go In This Entry Box         Tournament Expenses         100       Bag Attendants Gratuity       @       \$2       \$200         100       Prize Money - Available       @       \$11       \$1,100         2       Closest to Pin Prizes       @       \$25       \$50         Gift Certificate Prize Money Available       \$1,048       \$1,048         100       Cart Fees       @       \$65.00       \$6,500         0       Other       \$0       \$0       \$0         100       Cart Fees       @       \$65.00       \$6,500         0       Other       \$0       \$0       \$0         100       Cart Fees       \$6,500       \$0       \$0         100       Cart Fees       \$6,500       \$0       \$0         100			· ·	•
Total Cash into SMGA Bank Account       \$8,770.00         Number That Actually Played         2       NO SHOW / LATE CANCEL - Reg Members       No Funds Go In This         100       Members Actually Played       No Funds Go In This         100       Bag Attendants Gratuity       @       \$2       \$200         100       Prize Money - Available       @       \$11       \$1,100         2       Closest to Pin Prizes       @       \$25       \$50         3       Gift Certificate Prize Money - Available       \$1,050       \$6,500       \$0         2       Closest to Pin Prizes       @       \$65.00       \$6,500       \$0         3       Other       \$0 <td< td=""><td>5</td><td></td><td>·</td><td></td></td<>	5		·	
Number That Actually Played         2       NO SHOW / LATE CANCEL - Reg Members       No Funds Go In This         100       Members Actually Played       Entry Box         Tournament Expenses         100       Bag Attendants Gratuity       @       \$2       \$200         100       Prize Money - Available       @       \$11       \$1,100         2       Closest to Pin Prizes       @       \$25       \$50         Gift Certificate Prize Money Available       \$11,050       \$1,048         100       Cart Fees       @       \$65.00       \$6,500         0       Other       \$0       \$0       \$0         To: Check Bag Attendant       Bag Attds.       \$200         To:       Debit Card to Host Club       Cart Fees       \$6,500         To:       Debit Card to Host Club       TOTAL       \$7,798.00         To: Check Bag Attendant       Bag Attds.       \$200         To:       Debit Card to Host Club       Cart Fees			D \$0	
2       NO SHOW / LATE CANCEL - Reg Members       No Funds Go In This         100       Members Actually Played       Entry Box         100       Bag Attendants Gratuity       @       \$2       \$200         100       Prize Money - Available       @       \$11       \$1,100         2       Closest to Pin Prizes       @       \$25       \$50         Gift Certificate Prize Money Available       \$1,050       \$1,050       \$65.00       \$6,500         0       Cart Fees       @       \$65.00       \$6,500       \$0       \$0       \$0         100       Cart Fees       @       \$65.00       \$6,500       \$0       \$0       \$0       \$0       \$0         0       Other       \$0       <		Total Cash into SMGA Bank Account		\$8,770.00
NO SHOW / LATE CANCEL - Host Club Members         No Funds Go In This           100         Members Actually Played         Entry Box           Tournament Expenses           100         Bag Attendants Gratuity         @         \$2         \$200           100         Prize Money - Available         @         \$11         \$11,100           2         Closest to Pin Prizes         @         \$25         \$50           Gift Certificate Prize Money Available         \$11,050         \$11,048           100         Cart Fees         @         \$65.00         \$6,500           0         Other         \$0         \$0         \$0           100         Cart Fees         @         \$65.00         \$6,500           0         Other         \$0         \$0         \$0           100         Cart Fees         @         \$65.00         \$0           100         Cart Fees         \$1,098         \$0         \$0           101         Debit Card to Host Club         Prize Fees         \$1,098           102         Debit Card to Host Club         Cart Fees         \$6,500           103         TOTAL         \$7,798.00         \$7,798.00           104         Host Cl				
NO SHOW / LATE CANCEL - Host Club Members       Entry Box         100       Members Actually Played       Entry Box         Tournament Expenses         100       Bag Attendants Gratuity       @       \$2       \$200         100       Prize Money - Available       @       \$11       \$1,100         2       Closest to Pin Prizes       @       \$25       \$50         Gift Certificate Prize Money Available       \$1,050       \$1,050         Gift Certificate Prize Money - Awarded       \$1,048       \$100       Cart Fees       @       \$65.00       \$6,500         0       Other       \$0       \$0       \$0       \$0       \$0         100       Cart Fees       @       \$65.00       \$6,500       \$0       \$0         0       Other       \$0       \$0       \$0       \$0       \$0       \$0         100       Cart Fees       @       \$6,500       \$6,500       \$0       \$0       \$0         100       Debit Card to Host Club       Prize Fees       \$1,098       \$200       \$0       \$0         101       Debit Card to Host Club       Prize Fees       \$1,098       \$00       \$0       \$0       \$0       \$0       \$0 <td>2</td> <td></td> <td>No Funds</td> <td>Go In This</td>	2		No Funds	Go In This
Tournament Expenses         Tournament Expenses         100       Bag Attendants Gratuity       @       \$2       \$200         100       Prize Money - Available       @       \$11       \$1,100         2       Closest to Pin Prizes       @       \$25       \$50         Gift Certificate Prize Money Available       \$1,048       \$1,048         100       Cart Fees       @       \$65.00       \$6,500         0       Other       \$0       \$0       \$0         Payables to Golf Course         To:       Check Bag Attendant       Bag Attds       \$200         To: Check Bag Attendant       Bag Attds       \$200         To:       Debit Card to Host Club       Prize Fees       \$1,098         To:       Debit Card to Host Club       TOTAL       \$7,798.00         Total Loss/Gain to SMGA Treasury         \$972.00       Itemized Description of Additions to SMGA Treasury       \$972.00         Itemized Description of Additions to SMGA Treasury         107       Administrative Fee       @       \$5       \$535         107       Frequent Player Fee       @       \$2       \$214         Net Gain or Loss on Tou				
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107Administrative Fee@\$5\$535107Frequent Player Fee@\$2\$214Net Gain or Loss on Tournament\$223.00SignaturesDateCo-Chair /s/Bret Jacobowitz27-JanCo-Chair/s/Brian Austin27-Jan	1		1837	φ <b>972.00</b>
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Co-Chair/s/Bret Jacobowitz27-JanCo-Chair/s/Brian Austin27-Jan				
Co-Chair /s/Brian Austin 27-Jan	CorChair			
	Treasurer			27-Jan 27-Jan

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

The TR shows there were 107 Regular Members (there were no Host Club Members).

		· · · · ·	
<u>Venue</u>	<u>Sea Pines - Atlantic Dunes</u>	Event #	2
	TREASURER'S REPORT	<u>Date</u>	27-Jan
	("Tab" between blue place holders to insert specific data)		
	Cash Into SMGA Account		
	Members Initially Registered		
107	Credit Card: SMGA Reg Member Cart Fees @	\$65.00	\$6,955
107	Credit Card: SMGA Reg Member Entry Fees @	\$20	\$2,140
	Credit Card: SMGA Host Club Member Other		
	Fees_@		\$0
	Credit Card: SMGA Host Club Member Entry		
	Fees_@	\$20	\$0

# So does the Transactions Tab.

98	sale	##############	\$85.00	william	stroner	Event 2 SP Atlantic Dunes
99	sale	#######################################	\$85.00	Frank	Sutera	Event 2 SP Atlantic Dunes
100	sale	#######################################	\$85.00	John	Tignor	Event 2 SP Atlantic Dunes
101	sale	#######################################	\$85.00	Lou	Tramontano	Event 2 SP Atlantic Dunes
102	sale	#######################################	\$85.00	Mike	Valadez	Event 2 SP Atlantic Dunes
103	sale	#######################################	\$85.00	Jim	Vogel	Event 2 SP Atlantic Dunes
104	sale	#######################################	\$85.00	Larry	Ward	Event 2 SP Atlantic Dunes
105	sale	#######################################	\$85.00	Rob	Webb	Event 2 SP Atlantic Dunes
108	cale	#######################################	\$85.00	Jim	Winslow	Event 2 SP Atlantic Dunes
107	sale	###############	\$85.00	Joseph	Zamborsky	Event 2 SP Atlantic Dunes
			\$8,770.00			

The Treasurer's Report shows there were 5 Regular Members (no Host Club Members) who cancelled. They got \$65 golf fee refunds for a total refund of \$325.00.

And there were 2 Late Cancels who got **no** refund.

5	Cancellation Refunds for Reg Members@	(\$65.00)	(\$325.00)	
	Cancellation Refunds for Host Club Members@	\$0	\$0	
		\$8,770.00		
Number That Actually Played				
2	NO SHOW / LATE CANCEL - Reg Members	No Eunds	Go In This	
	NO SHOW / LATE CANCEL - Host Club Members	No Funds Go In This		
100	Members Actually Played	Entry Box		

The Transactions Tab reflects the 5 cancellations but not the Late Cancellations.

type	time	amount	first_name	last_name	Event name:
refund	##################	(\$65.00)	Norm	Conley	Event 2 SP Atlantic Dunes
refund	#################	(\$65.00)	Steve	Johnson	Event 2 SP Atlantic Dunes
refund	##################	(\$65.00)	Walter	Marett	Event 2 SP Atlantic Dunes
refund	##################	(\$65.00)	Scott	Michaels	Event 2 SP Atlantic Dunes
refund	################	(\$65.00)	Rich	Sambuchino	Event 2 SP Atlantic Dunes

Remember: Late Cancellations forfeit both their Entry Fee (\$20) **AND** their golf fee (\$65). It's "money in the bank" for SMGA.

# The Total Cash into the SMGA Bank Account was \$8,770 –

\$6,955 in cart fees

+ \$2,140 in Entry Fees

- \$ 325 in Cancellation Refunds

	Cash Into SMGA Account			
	Members Initially Registered			
107	Credit Card: SMGA Reg Member Cart Fees	_@	\$65.00	\$6,955
107	Credit Card: SMGA Reg Member Entry Fees	_@	\$20	\$2,140
	Credit Card: SMGA Host Club Member Other			
	Fees_@			\$0
	Credit Card: SMGA Host Club Member Entry			
	Fees_@		\$20	\$0
	Check: SMGA Reg Member Cart Fees	_@	\$65.00	\$0
	Check: SMGA Reg Member Entry Fees	_@	\$20	\$0
	Check: SMGA Host Club Member Entry Fees _	@	\$20	\$0
5	Cancellation Refunds for Reg Members	@	(\$65.00)	(\$325.00)
	Cancellation Refunds for Host Club Members	@	\$0	\$0
	Total Cash into SMGA Bank Account			\$8,770.00
· · · · · · · · · · · · · · · · · · ·				

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

100	sale	#######################################	\$85.00	John	Tignor	Event 2 SP Atlantic Dunes
101	sale	#######################################	\$85.00	Lou	Tramontano	Event 2 SP Atlantic Dunes
102	sale	#######################################	\$85.00	Mike	Valadez	Event 2 SP Atlantic Dunes
103	sale	#######################################	\$85.00	Jim	Vogel	Event 2 SP Atlantic Dunes
104	sale	#######################################	\$85.00	Larry	Ward	Event 2 SP Atlantic Dunes
105	sale	#######################################	\$85.00	Rob	Webb	Event 2 SP Atlantic Dunes
106	sale	#######################################	\$85.00	Jim	Winslow	Event 2 SP Atlantic Dunes
107	sale	#######################################	\$85.00	Joseph	Zamborsky	Event 2 SP Atlantic Dunes
			\$8,770.00			16

100 Members actually played – a full field.

So, 100 guys contributed \$2 each to the Bag Attendants Gratuity and contributed \$11 each to the Prize Money pool.

- \$200 for Bag Attendents
- Total Prize Money Available was \$1,100.

Atlantic Dunes gave us two "Golf for 2" certificates for Closest to the Pins. SMGA contributed two \$25 prizes for the other two Closest to the Pins.

This is an EC input!

\$1,100 - \$50 leaves \$1,050 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			
(100)	Bag Attendants Gratuity	@	\$2	\$200
100	Prize Money - Available	@	\$11	\$1,100
(2)	Closest to Pin Prizes	@	\$25	\$50
	Gift Certificate Prize Money Available			\$1,050
	Gift Certificate Prize Money - Awarded			\$1,048
100	Cart Fees	@	\$65.00	\$6,500
0	Other		\$0	\$0
			TOTAL	\$7,798.00

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

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

~41% to the 1<sup>st</sup> place team ~33% to the 2<sup>nd</sup> place team ~26% to the 3<sup>rd</sup> place team

For Atlantic Dunes, I wanted the prizes to be in whole dollars for each team member. So, I gave out \$1,048 in prizes instead of \$1,050.

\$224 for 1<sup>st</sup> place or \$56 per man \$168 for 2<sup>nd</sup> place or \$42 per man \$132 for 3<sup>rd</sup> place or \$33 per man For Better Ball of Partners, we usually have 6 Flights if we have a full field (100 players), and we typically pay 1<sup>st</sup> and 2<sup>nd</sup> in each Flight.

> ~60% to the 1<sup>st</sup> place team ~40% to the 2<sup>nd</sup> place team

For Country Club of Hilton Head, Paul wanted the prizes to be in whole dollars for each team member. So, he gave out \$1,032 in prizes even though he had "only" \$1,028 in the prize fund.

> \$104 for 1<sup>st</sup> place or \$52 per man \$68 for 2<sup>nd</sup> place or \$34 per man

It's OK to spend *a little bit* more than what's in the prize fund, particularly since this example Event had late cancellations where we were retaining those players' golf fees. But don't go overboard! With all this information, we know our Income and our Expenses.

Our Income was \$8,770. Our Expenses were \$7,798.

	Tournament Expenses			
100	Bag Attendants Gratuity	@	\$2	\$200
100	Prize Money - Available	@	\$11	\$1,100
2	Closest to Pin Prizes	@	\$25	\$50
	Gift Certificate Prize Money Available			\$1,050
	Gift Certificate Prize Money - Awarded			\$1,048
100	Cart Fees	@	\$65.00	\$6,500
0	Other		\$0	\$0
			TOTAL	\$7,798.00

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

Personally, I like to make a notation as to how each of those expenses were paid. I.e., by credit card, debit card or check.

	Payables to Golf Course			Paid by
To:	Check Bag Attendant	Bag Attds.	\$200	Check
To:	Debit Card to Host Club	Prize Fees	\$1,098	Credit Carı
To:	Debit Card to Host Club	<b>Cart Fees</b>	\$6,500	Debit Card
		TOTAL	\$7,798.00	

Income was \$8,770 and Expenses were \$7,798. So, the gain for the SMGA Treasury was \$972.

Out of this \$972, we allocate \$535 for Administration (107 Registrants x \$5) and \$214 for the FPT (107 Registrants x \$2). Hence, the "profit" of the Event was \$223.

Why "so much"? Remember, the two late cancelers forfeited their Cart Fee (\$65) AND their Entry Fee (\$20). 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.

Payables to Golf Course							
To:	Check Bag Attendant		Bag Attds.	\$200			
To:	Debit Card to Host Club		<b>Prize Fees</b>	\$1,098			
To:	Debit Card to Host Club	Cart Fees	\$6,500				
			TOTAL	\$7,798.00			
	Total Loss/Gain to SMGA Treasury			\$972.00			
<u>lt</u>	temized Description of Additions to SMGA Tre	asur	Y				
107	Administrative Fee	@	\$5	\$535			
107	Frequent Player Fee	@	\$2	\$214			
	Net Gain or Loss on Tournament		\$223.00				

Ahhh, some Special Situations! For Event 3, 88 Regular Members and 16 Members from Country Club originally signed up. Note how these are differentiated on the Treasurer's Report! Host Club Members are typically not charged a Cart Fee.

There were three "normal" cancellations, and these guys were refunded their Cart Fee (they forfeited their \$20 Entry Fee).

There was one Late Cancellation, and two guys did not show. All three forfeited both their Entry Fee *and* their Cart Fee. They are listed as No Show/Late Cancels Regular Members as none were from Country Club.

The one Late Cancelation was replaced but with two no shows, the total number of Members Actually Played was only 98. This, then, impacts the Bag Attendants Gratuity, the Prize Money and the Cart Fees.

<u>Venue</u>	CC of Hilton Head		Event #	<u>3</u>	
	TREASURER'S REPORT		Date	3-Feb	
	("Tab" between blue place holders to insert specific data)				
	Cash Into SMGA Account				
	Members Initially Registered				
88	Credit Card: SMGA Reg Member Cart Fees	@	\$36.00	\$3,168	
88	Credit Card: SMGA Reg Member Entry Fees	@	\$20	\$1,760	
	Credit Card: SMGA Host Club Member Other Fees_@			\$0	
16	Credit Card: SMGA Host Club Member Entry Fees @		\$20	\$320	
		@	\$36.00	\$0	
		@	\$20	\$0	
		@	\$20	\$0	
3	Cancellation Refunds for Reg Members	_@	(\$36.00)	(\$108.00)	
	Cancellation Refunds for Host Club Members _	_@	\$0	\$0	
	Total Cash into SMGA Bank Account			<b>\$5,140.00</b>	
	Number That Actually Played				
3	NO SHOW / LATE CANCEL - Reg Members		No Funds	Go In This	
$\rightarrow$	NO SHOW / LATE CANCEL - Host Club Member	S	Entry Box		
98	Members Actually Played				
	Tournament Expenses		<b>¢</b> 0	¢400	
<u>98</u>	Bag Attendants Gratuity @		\$2	\$196 \$1.078	
98	Prize Money - Available@		\$11 \$25	\$1,078	
2	Closest to Pin Prizes @@		\$25	\$50	
	Gift Certificate Prize Money Available Gift Certificate Prize Money - Awarded			\$1,028 \$1,032	
82	Cart Fees@	)	\$36.00	\$2,952	
0	Other	;	\$30.00 \$0	\$0 \$0	
			TOTAL	\$4,230.00	
	Payables to Golf Course			φ.,=00.00	
To:	Check Bag Attendant		Bag Attds.	\$196	
	Debit Card to Host Club		Prize Fees	-	
	Debit Card to Host Club		Cart Fees	\$2,952	
			TOTAL	\$4,230.00	
	Total Loss/Gain to SMGA Treasury			\$910.00	
It	temized Description of Additions to SMGA Trea	asur	Y		
104	Administrative Fee	<u>@</u>	\$5	\$520	
104	Frequent Player Fee	<u>a</u>	\$2	\$208	
	Net Gain or Loss on Tournament			\$182.00	
	<u>Signatures</u>			<u>Date</u>	
Co-Chair				3-Feb	
Co-Chair				3-Feb	
Treasurer				3-Feb	

The 6<sup>th</sup> 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.

		SENIO	RS MEN'	S GOLF	ASSOC			
			Board/To	urnament	Summary			
Event #	2		Date:	1/27/20			Section:	Gr & Wh
Courses	See Din	es - Atlanti	ia Dunco	Format:		4 Moni (	2 BB of 4	
Course:	Sea Fine	es - Allanti	ic Dunes	Format:				
List of Ho	st Club Pe	rsonnel w	ho helped	run tourna	ament (Nai	ne & Title)		
Title			Name					
Pro		÷	Eric Funk,	Scott Holme	s, Bobby D	owns		
Asst Pro								
Bag attneda	ants							
Gen Mgr		1			1	i	1	1
Course Co								
Outstanding	g!!!							
,								
Speed of F	Play							
First group	4:10; last g	roup 4:40						
Statistics								
Total Entri	<b>P</b> S		107					
Played			100					
Alternates/	Replacem	ents	7					
Cancellatio			5					
Disqualifie	d							
Late Cance	ellation		2					
No Show		1						
Complaint	S							
		None. We	eather was g	reat, course	was better	than great!		
		1	1		1	1	1	1
<u> </u>								
<u>Suggested</u>	d Improve	ments for	Next Year					
Î								
Concrel D	omorteo							
<u>General R</u>	emarks	The	Drop oro of		ot to work	with		
		ine	e Pros are ab	solutely gre		with.		

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 Bob Doerr and ask for their advice on how to handle it.

If you have an "Extra Special" Situation – I bought a keg of beer on a really hot day – do not try to record it in the "Other" place on the Treasurer's Report - it's locked. Please just note the expense in an email to Bob Doerr and Fred McNamee 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.)