

## **INSTRUCTIONS FOR COMPLETING THE MEET FINANCIAL SUMMARY REPORT**

The Meet Financial Summary Report is the document that determines how much money is owed from the Meet Host to the LSC following the completion of a typical Sanctioned Invitational meet. Though it may look slightly confusing at first, once you have completed the form *one time* it will become clear as to how the "Total Fees Owed" are determined. Simply, you are determining an amount for and adding 1) a Meet Sanction fee and 2) an Athlete Surcharge fee and 3) late fees (if any). From this number, subtract an amount paid for the Deck Referee [since the LSC pays for the Deck Referee by adopted rule]. Viola! You are done!

You will need this form and copies of the Hy Tek Meet Manager Entry Fee Summary report (explained below) and the Officials Pay Summary (obtain from your Meet Director). From the Meet Manager Entry Fee Summary report you will see the numbers which are needed. Typically all the numbers seen on the MM report will match up with the numbers needed on this Meet Financial Summary Form. The one caveat is that meets with Time Trials will cause the MM report columns five and six ("entry fee" and "total") to be a little greater than the number you will place on Line 7 of the MS Meet Financial Summary report. That's because the MM Entry Fee Report Summary includes the Time Trial fees in their total, whereas, MS, Inc does not take a percentage of any Time Trial fees at all. Just follow the form!

### **TO CREATE A MEET MANAGER ENTRY FEE SUMMARY REPORT**

In Meet Manager, Single click on REPORTS>TEAMS>ENTRY FEE SUMMARY

Leave the default settings AS IS. Single Click on CREATE REPORT.

You will now see a six column report with many of the numbers you need. Print this report.