

ACBL District 11 Treasurer Manual

This manual is current as of 09/26/2015

Legal Items

The following documents need to be filed:

990N Annually by May 15th
Website: epostcard@urban.org

State of Ohio Certificate of Continued Existence every five years (next due 11/14/2016).
Our statutory agent is:

Georgia Banziger, Unit 136 MVBA, is the agent of record for the State of Ohio.

The current cost of the *State of Ohio Certificate of Continued Existence* is \$25. Georgia will pay and ask for reimbursement or you can provide her with a check.

Regionals

The following regional tournaments occur in District 11:

- Cincinnati
- Dayton
- Evansville (not on yearly basis)
- Indianapolis
- Louisville-Lexington

The District collects 40 cents per table plus \$250.

Note: There is no fee for a sectional.

Meals

There is a district meeting, including dinner, at each regional, except Evansville. The board is comprised of unit representatives, officers, and members holding a position on the board. An officer or member holding a position on the board may also be a unit representative.

The positions include:

- District Director
- Tournament Coordinator
- Web Master
- Youth Coordinator
- Editor Midwest Monitor
- NAP/GNT Coordinator
- Charity Coordinator
- Education Coordinator

The Units each pay for their unit representatives' meals. There are up to two designated unit representatives from each Unit. The district pays for the meals for the officers and members who have a position on the board, unless the member/officer is also at the meeting as a unit representative, in which case their respective unit will pay for their dinner.

The tournament chair or tournament treasurer will send a bill for all of the dinners to the district. The district reimburses the tournament for the dinners and then bills each unit treasurer for their unit representatives meals.

Other attendant(s)/guest(s) is/are paid for by their respective unit.

The tournament chairman gets a head count of who is coming to the meeting and their capacity. Typically the exact number of meals are ordered based upon the head count. If an extra meal is ordered for some reason, the extra meal is billed to the unit putting on the tournament.

You will be given a list of who has agreed to come and their capacity at the meeting.

If a member signs up to attend and have a meal that meal is paid by that member's unit regardless of whether the member attends or not.

STaC

The District does not collect any money from the STaCs.

GNT/NAP

The District receives the net proceeds from the GNT/NAP. The unit hosting the event determines the method used for calculating the expenses.

GNT

The District awards \$500 to each team representing the district in the national finals of the GNT. *

The District also matches the amount each team receives from their respective unit, not to exceed \$500. Therefore, the maximum a team can receive from the district is \$1,000. Documentation of the money received from the respective unit is required. The check is made payable to the team captain and the distribution of the money to the team is determined by the team captain.*

NAP

The District provides a monetary award to each of the pairs representing the district in the national finals of the NAP. The amount typically changes from year-to-year.*

*The GNT teams and the NAP pairs must participate in the national GNT/NAP event in order to receive the money. The purpose of the money is to help defray the cost of the trip to the nationals.

Website

The district website district11bridge.com is hosted by Lowest Hosting. There is an annual renewal fee due by October 31st.

Midwest Monitor

The Editor of the MWM is paid \$1,500 per each quarterly issue (January 1st, April 1st, July 1st, and October 1st). The district has a contract through June 30, 2016. Payment of \$1,500 per issue shall be payable to the Editor upon verified delivery of the MWM file to the ACBL District 11 website (district11bridge.com).

Each unit is billed based upon the number of members in their unit divided by the total number of members in the district times \$1,500 on a quarterly basis. The fee is recalculated annually.

1099

The Editor of the Midwest Monitor is provided a 1099 each year. Taxslayerbooks.com is being used to file the 1099.