

LWGA Special Tournament Close Out Procedure with The Landings Club (TLC)

- Used for the Bouchillon, Interclub, Golfing for a Cure, Member-Member, and Red, White & Blue Tournaments.
- Used ONLY for fees/revenues and expenses being charged through TLC
- The TLC billing cycle is the 25th of each month.

After a Tournament is completed and by the 20th of the same month, the Special Tournament Chair must review and finalize with the Club Tournament Director (Ellen Jacobs) the following:

1. The actual number of participants and actual fees charged.
2. The actual number of late cancellations and related actual fees.
3. The actual number attending lunch only and actual fees (if applicable).
4. Any additional revenue (if applicable).
5. The actual number of lunches and actual cost of each lunch.
Note: Use the Club Event report which shows the number of committed lunch participants to be billed. The Special Tournament Chair must finalize this number with Catering 1 week prior to the tournament lunch OR be billed the number committed on the original order if it is not met.
6. The actual amount for lunch for any special guests. Provide guest names.
7. The actual amount of TLC provided prize monies (i.e. gift certificates, tee gifts, etc. (if applicable).
8. Any additional charges from TLC (if applicable).
9. Please also send the Treasurer a copy of the Tournament Event Catering contract.

After this review, The Club Tournament Director will submit the revenue (fees) and expense items to TLC Finance for the monthly LWGA bill.

The Special Tournament Chair should write their Tournament Recap report, and submit it to the LWGA Chair, LWGA Vice Chair, and the LWGA Treasurer.

LWGA Special Tournament Close Out Form

Tournament _____

Actual No. of Participants _____
Actual Fee per Participant _____
Total Entry Fees _____

Actual No. of Late Cancellations _____
Actual Fee for Late Cancellation _____
Total Late Fees _____

Budget from LWGA _____

Other Income _____

Total Tournament Revenue _____

Number of Lunch Attendees _____

Lunch Charge per Attendee x _____ = _____

Prize Credits in Pro Shop _____

Expenses for

- Prizes** _____
- Decorations** _____
- Publicity** _____
- Gifts** _____
- Other** _____

Total Expenses _____

Net (Income - Expenses) _____

LWGA Special Tournament Close Out Form

Special Tournament Name _____

Actual number of participants _____

Actual fee per participant _____

Total Entry Fees _____ \$_____

Actual number of late cancelations _____

Actual Fee per late participant _____

Total Late Fees _____ \$_____

Actual Number of Other TLC Fees _____

Actual Fee per Other _____

Total Other TLC Fees _____ \$_____

Total Tournament TLC Revenues _____ \$_____

Actual number of lunch attendees _____

Actual lunch Charge per participant _____

Actual Total Lunch Charge _____ \$_____

Any additional lunch charges

name: _____

name: _____

_____ \$_____

Actual amount of TLC provided Prize monies _____

Any additional TLC Charges _____

Total TLC Charges/Expenses _____ \$_____

LWGA/TLC Reconciliation _____ \$_____