

LEICESTERSHIRE ORIENTEERING CLUB

Finance Notes for Event Organisers - 2004

Paper work

Amongst the organiser's equipment is a file with the following documents:

- Event fees notice (for District events colour coded courses)
- Maps sales record
- Event accounts sheet
- LEI expenses claim sheet

Map Sales Record

The "Map Sales Record" sheets are for use at registration to help you check the amount of income. For each map sold a number is crossed out in the relevant column. Each column is for a different entry fee. At the end of the event you can count the money received and match it against the totals on the sheet. The standard senior entry fee applies to all LEI members, all BOF members and members of any other IOF national federation. Any other senior must pay the 'Independent' fee. Competitors (usually beginners) who have done one course and wish to try another for free.

BOF Levy

As the registered organiser you should have received a levy form, ER3, from BOF. If you haven't, contact the Fixtures secretary, Chris Phillips (tel: 0116 2550330, e-mail: onecphillips@lineone.net) to find out who was registered as the organiser. Please fill in the ER3 form, send a copy to the LEI treasurer and send the original back to BOF with a cheque.

The levy is charged as a standard rate for each competitor regardless of the fee paid. For District events this is currently £1.10 for each senior and £0.25 for each junior. For Local/informal and District events (ie events without age class courses) deduct £50. For Regional events (fees are £1.50 and £0.25) the treasurer will pay the BOF levy so please pass the ER3 form on to him.

The Treasurer will pay the EMOA levy and SI fees including lost equipment charges, advise the Treasurer of any SI losses.

Event Accounts

The "Event Accounts" sheet is for you to record the expenditure and income for the event. If it is convenient for you, pay the cash into your personal account and write a cheque for the surplus payable to "Leicestershire Orienteering Club". Soon after the event please send the following to the club treasurer.

- A completed and signed "Event Accounts" sheet
- The surplus income preferably as a cheque
- The Map Sales Record
- Receipts for expenditure
- Expenses claims for the event officials
- A copy of the results

If the BOF levy has not been paid, please also send

- The ER3 form
- The BOF return envelope
- An additional copy of the results

If within 2 weeks or so after the event all expenses claims and invoices are not yet paid, please send the sheet and money to the treasurer anyway. Outstanding amounts will be paid later from the club account.

Cash Box

There is a cash box with the organiser's equipment which should have a float of £40 in small change. Please leave this amount of change (mix of 50p and £1 coins if possible) in the box for the next event. If the event is e-punching you will need a separate float mainly 50p coins for e-card hire. Please keep these amounts separate from the map sales.

Vouchers

Helpers at District events (C4) (formerly Colour coded) are entitled to free entry at that event. Helpers at Regional events are entitled to 50% discount on their entry fee. You can give event officials and any helpers who cannot take part in the event, a voucher for use at future events. Blank vouchers are held with the organiser's equipment. Please complete and sign a voucher for each official or helper (including yourself, planner, controller).

Vouchers handed in by competitors at your event should be retained with the entry cash/cheques and sent to the LEI treasurer with the event accounts.

As this voucher scheme has only been introduced in 2003, please let the treasurer know your opinion of it. Do you think it should be used for all helpers?

Officials' Expenses

Event officials can claim for anything incurred in holding the event e.g. purchases (enclosing receipts), postage, materials used, petrol (BOF rate of 19p per mile). They should make the claim in writing and signed (preferably on the LEI Expenses Sheet).

Regional Events

For Regional events please treat entry on the day in the same way. Ask the Treasurer for a special "Map Sales Record" sheets for the event. Please send the BOF levy form to the Treasurer who will complete it.

Entry Charges for Regional and other Large or Unusual Events

Please consult the club treasurer and any other club officials involved in setting up the event. Once the likely costs can be estimated, a recommendation on the charges can be made to the committee. Ideally this should be done at least 6 months in advance of the event so that the charges can be included in the fixtures lists.

Help

If you have any questions about the finances please contact the treasurer;
If you have any questions amount the finances of these small events please phone Roger on: Tel 0116-2127547 or e-mail treasurer@leioc.org.uk.