

LEICESTERSHIRE ORIENTEERING CLUB

Finance Notes for Event Organisers – 2014 –A/B/C events

Prior to the Event

Entry Charges for Level B and other Large or Unusual Events

The Event Co-ordinator and the Treasurer, and may be the Organiser, agree a budget including the recommended fees, mapping and land access costs are a big factor. Standard fees apply to Level C.

Insurance Cover

Insurance cover is provided for all events, where our standard equipment is used and nothing is put out the day before the event.

In 2015 we took out annual toilet cover because needed at Burbage events.

We can get cover for any variation if we use our Insurer's major event proposal form. The Treasurer needs to be advised at least two weeks before the event, earlier if possible. We must declare all the special arrangements, e.g. toilets, computers, PA, generator, etc.

If controls are to be put out the day before, the Treasurer needs to know: what time this is starting, how many controls are being put out and the approximate location(s). Eg "20 controls will be put on Fineshade Woods from noon on Saturday and will all be collected on Sunday." Insurance cover will require that none are on paths!

Paper work

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

- Event fees notice (for Level C events)
- LEI expenses claim sheet

Event expenses

There may be some prior event expenses, eg access fees, toilet hire. The Treasurer will pay if advised. Leicester City Council should be requested to invoice the Treasurer for access fees.

Level A and B Events

Most entries are on-line at Fabian4 and the set up is undertaken by the Events Co-ordinator.

At the Event

Cash Box

The Organiser's equipment has a cash box with a float of £40 in change. You may need a larger float for big events.

Please leave this amount (mainly £1/£2 coins) in the box for the next event.

Dibber hire

In order to track total dibber income for the club accounts, please charge dibber hire separately from entry fees. If details are not kept then please make an estimate.

Issue dibber hire stickers to LEI members. (Ask the Treasurer for more if required).

Event Entry Fees

The standard entry fee applies to all there is a senior and junior rate.

LEICESTERSHIRE ORIENTEERING CLUB

Competitors (usually beginners) who have done one course and wish to try another may do so for free. There will be N/c on the second course.

Car parking fees

These should be collected at the entrance so an extra float might be needed. In Bradgate Trust land we issue a parking certificate, and charge £3 for weekends and £2.50 for week days.

Helper & Official allowances

Helpers at events are entitled to a 50% discount on their entry fee, unless an alternative is agreed by the Events Co-ordinator and the Treasurer. The three event officials may claim a full (£7) allowance using the expenses form.

After the Event

Insurance Cover and Claim

Advise the Treasurer of any (normally SI) losses at the event. A Crime Reference Number (CRN) is needed, so you **or** the planner must inform the Police and keep a copy of the CRN and the name of the investigating officer plus time and date of the report. Insurance claims are made to Richard Weston Ltd, our insurers. There is an excess of £150.

Ask the Treasurer for a copy of the Insurance claim form and fill in the details. The Treasurer sorts out buying replacements and making the claim.

BOF & EMOA Levy

Levies are charged on every event at a standard rate for each competitor regardless of the fee paid. Juniors are charged a lower rate (about 1/3rd). We pay EMOA for Level C and above.

The Events Co-ordinator calculates the participation numbers, enters them into the BOF database and a copy of the levy calculation is e-mailed to the Treasurer.

The Treasurer pays both levies by bank transfer.

Gift Aid

We claim gift aid if the Treasurer holds a gift aid form, stating the member paying enough tax to claim gift aid. We use a tax avoidance scheme and the requirements must be carefully followed. You need to make the voluntary donation in cash or by bank transfer. If you hold cash from an event you can do both transactions yourself, you are holding the Club's cash so you can reimburse yourself and make a voluntary donation straight afterwards. This applies to all on the day payments to officials.

If expenses are paid later then the Treasurer will pay in full (45p per mile) and you are then invited to make a voluntary donation by bank transfer/ cheque (of 15p per mile).

Event Accounts

Large Events use the summary sheet and one claim form for **each** official.

The "Small Event Accounts" sheet is to record the expenditure and income for the event. If it is convenient for you, pay the cash into your personal account and pay direct into the Club bank account [09-01-54 74893286](#) or write a cheque for the surplus

LEICESTERSHIRE ORIENTEERING CLUB

payable to "Leicestershire Orienteering Club". Otherwise give the cheques/ cash to the club Treasurer. Soon after the event please email the following to the club Treasurer.

- A completed "Event Accounts" sheet,
- Expenses claims for the event officials.
- The surplus income preferably as a bank transfer

By post or hand

- Receipts for expenditure.

Please send the sheets and money to the Treasurer within 2 weeks. Outstanding amounts can be paid later from the club bank account.

Officials' Expenses

Event officials can claim for anything incurred in holding the event, e.g. purchases (enclosing receipts), postage, materials used, use of vehicle (rate of 45p per mile). They should make the claim in writing and signed (preferably on the LEI Expenses Sheet). E-mails are acceptable if there are no receipts.

Land access fees for the Forestry Commission (Fineshade, Wakerley, Fermyn, Hicks Lodge & Sence Valley)

These are paid by the Treasurer and are on a National scale depending on the number of competitors and level of event.

Land access for Bradgate Park is paid by the Treasurer at the agreed rate.

Help

If you have any questions amount the finances please phone Roger Edwards on: 0116-2127547 or e-mail rwmhedwards@gmail.com.