

# LEICESTERSHIRE ORIENTEERING CLUB

## Finance Notes for Event Organisers – 2025 –A/B/C events

### Prior to the Event

#### **Entry Charges for Level B and other Large or Unusual Events**

The Events 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 events.

#### **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 by the planner 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!

#### **Event expenses**

There may be some prior event expenses, eg access fees, toilet hire. The Treasurer will pay if advised.

#### **Level A and B Events**

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

**Toilet Hire:** The Treasurer can pay the hire charge to our preferred supplier.

### At the Event

#### **Car parking fees**

Decide the policy for collecting helper parking fees (if any). All parking fees should be collected at the entrance so a float might be needed.

Bank the money collected and transfer to the club account.

#### **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 (£10) 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

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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 1/3<sup>rd</sup>). 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 is 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 by bank transfer.

Expenses are paid by the Treasurer will pay in full (45p per mile) and you are then invited to make a voluntary donation by bank transfer/ cheque (of 12p per mile).

If you are thinking of not claiming expenses it benefits the club if you do claim and donate all the expenses.

### 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 ideally signed (preferably on the LEI Expenses Sheet). E-mails are acceptable if there are no receipts.

### Land access fees

These will be paid by the Treasurer so please forward any invoices,

- **Outwoods**, Fixed fee payable to Charnwood Borough Council.
- **Forest England (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.
- **Leicester City Council:** Fee based on hours open, so book minimum hours. Expect an invoice from the Council often considerable after the event,

### Help

If you have any questions amount the finances please phone Simon Ford on: Details in club newsletter

Roger Edwards  
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