



... twice the fun ...



Rally Finance Guidelines

January 2011

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Introduction

Here are some notes to help you with the money side of running an event such as a National or International Rally.

Budget

You need to have an idea of how much the event will cost. The Touring Events coordinator and Treasurer will give you information on previous events for guidance. Predict the possible expenditure of accommodation, site costs, meals, entertainment, refreshments etc and let the Touring Events coordinator and Treasurer know, they may come up with something you have forgotten. From this you can determine what to charge for accommodation and the booking fee on the booking form. ([see budget example, appendix 1](#)). Don't forget to let the Treasurer know where you'll need insurance; extra cover may be needed for organised activities (for example hire of marquee, bouncy castle, trampolines), and will always be needed for events outside the UK.

Accounts

Organising a rally should be fun and you don't want to be bogged down by the money side of it. When organising an event please keep records of all the money you receive / pay out to be able to complete a summary of the event once completed. ([See attached account example, appendix 2](#)). It is best to keep this up to date to avoid a confusing paperwork exercise at the end and to ensure you don't end up out of pocket. You may find it easier to keep separate sheets for the tandem club account (to check you agree with what the treasurer believes has gone through the main account), the rally account (or money that goes through your personal account) and particularly any cash during the rally. Receipts may be numbered for easy reference. Also please categorise the expense/income to make it easier to summarise at the end. Please use the following categories.

1. Accommodation – camping, boarding school, YHA, marquee, portaloos, bins, waste disposal, site materials
2. Entertainment, events – bands, children's entertainment, hall hire, pa system hire
3. Catering – refreshments, meals
4. Miscellaneous – organiser expenses such as stationary, photocopying, postage, phone calls, petrol
5. Sales – rally specific(not the usual TC shop), T shirts, maps, bike repair materials, milk, bread

The main Tandem Club account should be used for paying in bookings and large expenses such as the campsite, marquee hire etc. You may wish to set up a separate account for the day to day running of the event, particularly for internationals run by members in Europe. A float can be paid into the account by a cheque from the Treasurer which is then topped up when the account gets low. If you do set up a separate account please try to ensure the following

- cheques to require 2 signatures

- account signatories to be the rally organisers and 2 committee members (e.g. Treasurer and touring event coordinator). This will allow you to write cheques without needing to go through the usual request and signature route, but will also allow the committee to access the account should either of you be run over by a bus.
- **Either** photocopies of account statements to be sent to the Treasurer with explanation of income/expenditure, **or** copy of your detailed expenses/income at regular intervals.
- Justification is required for all requests to the Treasurer to pay into the rally account i.e. put in an expenses form for a float to be paid into the account giving an indication of what it will be used for. Then at regular intervals claim back to the Treasurer for what has been spent so far and include receipts.
- After the event the account should be closed, the balance paid into the Tandem Club account and the bank statements sent to the Treasurer with an explanation of the expenditure (if not done as you went along)

If you wish to use your personal account for rally expenses it is best to put in regular expense requests to prevent you being too far out of pocket. Please keep good records from the start as otherwise it will be a nightmare for you when you sit down after the rally trying to work out how much you are still owed.

Income

Pay all cheques into LloydsTSB using the paying in book. There are two portions; please fill in cheque details such as payee surname and amount on both the top and bottom portions. The bank will keep the bottom part and stamp the top part. Then fill in a credit analysis form, attach the top part from the paying in book and post back to the Treasurer. Please do this at regular intervals as this information will be used for checking the account statements. ([See attached credit form example, appendix 5](#)).

Expenses

Keep all receipts for expenses, and return with claims. Don't forget expenses such as photocopying, phone calls, stationery, postage and refreshments. Claim for 1½ times the actual petrol cost. For cheque requests fill in the expenditure analysis and post back to the Treasurer; you should receive a cheque within a fortnight. You can do this as you go along (stops you being out of pocket, losing receipts or forgetting about expenses) or put one request in at the end. If you wish a cheque to be made directly payable to another party (such as YHA) then clearly state this. You can ask third parties to send invoices directly to the Treasurer to speed up the payment process, if so please let the Treasurer know it is coming. She can also let you know when it has been paid. Please also let the Treasurer know in advance what cheques will be required during the period of the rally so that payment arrangements can be made. Don't forget to take off any deposits from the final amount due to the YHA (wardens are very good at forgetting this). ([See attached expense form example, appendix 3](#)).

Summary

Once the event is complete please send a summary of the income (total of the credit to the bank account) and the expenditure (YHA booking, campsite, site costs, entertainment, meals, tea/biscuits for members, organisational costs etc). Please use the categories provided. Please also make a comment on why the event has made a surplus or loss. ([See attached summary example, appendix 2](#)). A small discrepancy between the summary and accounts is acceptable (£9.49 in this example).

It would also be useful if you have any suggestions for these guidance notes. Please let me know how helpful they are and what can be done to improve them. They are provided to give some help but don't feel you have to rigidly stick to the form formats, feel free to use your own if you are more comfortable with that. If you would like additional copies of any of the forms (either paper or electronic) or have any queries then please let me know.

Happy Tandeming

Barbara Moir
Tandem Club Treasurer
January 2011

Appendix 1

Budget example for 20XX National Rally

At an unknown campsite, 20th – 27th August
organised by A Tandemist

Income		
Bookings		£4,200.00
Adults camping	200 x 7 x £3.00	£140.00
Children camping	200 x 7 x £1.00	£2800.00
Adults boarding	40 x 7 x £10.00	£175.00
Children boarding	5 x 7 x £5.00	£1500.00
Booking fee per adult	250 x £6.00	£1800.00
Special meal	200 x £9.00	
Total		£10,615.00
Expenditure		
1. Accommodation		
Boarding school/camping		£6500.00
Site costs – bins, disposal		£100.00
Marquees, portaloos		£700.00
Site materials		£100.00
2. Entertainment		
band £150, pa system hire £75, barn dance £50, bar licence £20, Children's entertainment £75, bouncy castle £75, magician £75,		£295.00
rides – hall hire £150, Velocio £50		£225.00
		£200.00
3. Catering, refreshment		
Tea, coffee, biscuits, milk		£100.00
Welcome event		£400.00
Special meals		£1800.00
4. Miscellaneous		
Organiser expenses-		
Stationery & postage £40, phone calls £40, Photocopying £40, Petrol £80		£200.00
Total		£10,620.00

Appendix 2**Summary example of 20XX Rally accounts**

At an unknown campsite, 20th – 27th August
organised by A Tandemist

Income		
1. Bookings		
Adults camping 297 x 7 x £3	£6,237.00	
Children camping 70 x 7 x 31	£490.00	
Adults boarding 42 x 7 x £10	£2940.00	
Children boarding 2 x 7 x £5	£70.00	
Booking fee 309 x £6	£1,854.00	
	TOTAL	£11,591.00
2. Meals		
BBQ	£340.00	
Curry	£690.00	
	TOTAL	£1,030.00
3. Sales		
Maps, t-shirts, mugs, badges	£551.25	
Milk, tea, coffee	£204.91	
Bar profit	£103.51	
	TOTAL	£859.67
	GRAND TOTAL	£13,480.67
Expenditure		
1. Accommodation & site		
School hire (repairs taken from fee)	£6137.73	
Marquee, rubbish collection, repairs	£746.09	
Misc. site costs	£100.08	
Portaloos	£194.00	
Presents for staff and other helpers	£150.00	
Refunds	£296.00	
	Total	£7623.90
2. Entertainment events		
Shooting stars	£150.00	
Lifeguard	£60.00	
Bands – Pedigree, pa system	£220.00	
Children's entertainment, magician, equipment	£243.54	
Velocio event	£72.78	
Hall hire – 2 halls & a castle	£225.00	
TV, Video hire	£30.00	
	Total	£1,001.32
3. Catering		
Breakfasts for boarders and cooks	£455.50	
WI cakes for event	£250.00	
BBQ, meat, food, salads, materials	£320.48	
Curry, salad, rice	£691.07	
Cider	£50.00	
Ice cream	£216.91	
Tea, coffee, biscuits	£73.21	

	Total	£2,057.17
4. Miscellaneous		
Petrol	£47.25	
Phone	£22.00	
Stationery – printing, photocopying, postage	£722.81	
Badges	£242.00	
	Total	£1,034.06
5. Goods for sale		
Bike maintenance equipment	£6.98	
Maps	£275.00	
Milk	£172.00	
Tandem badges	£129.02	
T-shirts	£321.00	
	Total	£904.00
	Grand total	12,620.45
	Surplus/(loss)	£860.22

Explanation of surplus

Surplus due to 100 more people on event than predicted whilst site costs remained fixed. Additional entertainment was arranged to spend some of the excess but we couldn't spend it all

Appendix 3

EXPENSES AND PAYMENTS CLAIM FORM

This form is for **claiming expenses** and any **payment requests** for third parties you have. Please fill in either your bank details (for direct payments) or your address (for cheque payments).

The club will normally cover expenses for additional expenditure due solely to club duties.

Expenses can include:-

Phone calls, petrol (1.5 x cost), stationery, postage etc and if possible each should have receipts and a record of when the expense was incurred. I don't need details for phone expenses less than £10 but if you are claiming more than this I would definitely like more details as an off-peak call with BT is now only 5p for up to an hour. Keeping a log of calls will help you not to lose out. Email - additional phone calls on a dial-up Internet service will be reimbursed. The club does not cover monthly Internet subscription fees except in very exceptional and individual circumstances. These are normally agreed in advance by the committee. Any internet expenses to cover rallies should be discussed and agreed with me in advance.

Cheque or direct payment requests for a third party

These may be for higher value expense items. I need to have an invoice or the details of who it is to be paid to, what it is for and an address or bank details to send it to. I will then request a receipt for the records.

Once completed please post back to me and you should expect a cheque/payment within 2 weeks; it can take a while as I need to get the payment authorised. If you need a payment quickly then let me know by phone/email and I'll see what I can do.

Alternatively email the details to me by either attaching the form or just including the details in the email. Please be aware if including your bank details that email is not secure, so you may prefer to use the post. I do still need receipts so please either post them or scan and email them.

Any queries then let me know

Happy Tandeming

Barbara Moir

Tandem Club Treasurer

EXPENSES AND PAYMENTS CLAIM FORM

Name ...**Andy Tandemist**.....

Position in the club, or what this expense relates to.....**Regional Officer**

Please pay £ ...**23.80**..... to ...**Andrew Tandemist**.....
 (name for cheque, or on your bank account) as detailed below (attach invoices/receipts).

Either: Please post a cheque to me at this address:.....

Or: Please make a direct payment to me (give bank details below if the Treasurer doesn't already have them)

Sort Code...**11-11-11**... Account No.....**12345678**.....

Receipts attached?	DETAILS	AMOUNT
Y	<i>3 3</i> erg ul ni DE	£80
Y	<i>3 3 3 3</i> Enr - r, n, & r, ng	£20
Y	Tr t r, n, ng b d	£280
n	<i>3</i> rn r	£
TOTAL		£23.80

for treasurer's use only
cheque number

date issued

on computer

EXPENSES AND PAYMENTS CLAIM FORM

Name

Position in the club, or what this expense relates to.....

Please pay £ to (name for cheque, or on your bank account) as detailed below (attach invoices/receipts where available).

Either: Please post a cheque to me at this address:.....

.....

Or: Please make a direct payment to me (give bank details below if the Treasurer doesn't already have them)

Sort Code..... Account No.....

<u>Receipts attached?</u>	<u>DETAILS</u>	<u>AMOUNT</u>
	TOTAL	£

for treasurer's use only
cheque number

date issued

on computer

**Please return form to:- Barbara Moir, Tandem Club Treasurer,
119 Fairway Avenue, Tilehurst, Reading RG30 4QB**

phone: 0118 941 2994 Or email details to: treasurer@tandem-club.org.uk

Appendix 4**CREDIT ANALYSIS example**

Name A Tandemist

Summary of bank credit slip(s) number(s) 501476, 501477,
 501478.....
 (e.g. 501500, please attach counterfoil), paid in on .1/3, 13/3, 7/6

Please state below the breakdown of the credit.

CATEGORIES	<u>AMOUNT</u>
ADVERTS	
RACING EVENTS Please state event:	
TOURING EVENTS Please state event: 501476	£2445.50
Rally 20XX 501477	£614.00
501478	£2078.50
ANNUAL SUBS	
COMMUTED SUBS	
NON TECHNICAL SALES	
TECHNICAL SALES	
DONATIONS	
OTHER	
TOTAL	£513.80

for treasurers use only

received

on computer

Please return form to:- Barbara Moir, Tandem Club Treasurer,
 119 Fairway Avenue, Tilehurst, Reading RG30 4QB
 phone: 0118 941 2994 Or email details to: treasurer@tandem-club.org.uk

