

# Major Event Finances

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As at 1<sup>st</sup> July 2013 the following events are subject to the partnership agreement:

JK

British Long championships

British Relay Championships

British Middle Championships

British Sprint Championships

British Night Championships

For a partnership agreement event the previous event financial details and sample event budgets are available.

Extract from the Partnership agreement:

- Unless otherwise agreed between the parties, all of the costs relating to the Event shall be charged against the income the Event generates. This will include the reasonable expenses of all officials and advisers, whether appointed by the Organising Body or by British Orienteering. The ensuing profit or loss and associated financial risk shall be shared between the parties 2/3 to British Orienteering and 1/3 to the Organising Body. The Event (and its constituent Races) shall not be subject to British Orienteering or association levy.
- The Organising Body shall work with British Orienteering to ensure fairness and transparency in the procurement of all significant services for the Event, in accordance with British Orienteering's financial regulations.
- Major items of expenditure should be the subject of open and fair competitive tender. If any Official has any interest in a commercial arrangement being considered by the Organising Body, then he/she must disclose this interest, and the Organising Body must ensure that he/she is not involved in any decision concerning the contract.
- The Organising Body will present a budget of expected income and expenditure for the Event to British Orienteering Major Events Manager for approval before entry fees are set or expenditure committed.
- Significant variations to budget must be approved by British Orienteering Major Events Manager. For this purpose, a significant variance is one that varies a variable cost by more than 5% per competitor or a fixed cost by more than 10% in value of the budget line.

## For Partnership events

- All finances are now monitored against the agreed budget (expenditure and income) and processed through British Orienteering.
- The Event Coordinator and Finance Officer are the only Event Officials for both the procurement of goods and services, approval of invoices for payment and expense claims from other Event officials.

- Supporting information can be found in the Major Events Financial Regulations document, which is a sub-set of the British Orienteering Financial Regulations detailing the financial transactions of the company.

### **Event budget**

- The Event budget is to be developed with the British Orienteering Major Events Manager and approved by British Orienteering Accounts department before any expenditure can be incurred.
- Previous event accounts will be used to develop the Event budget outline.
- The Major Events Manager will monitor expenditure against the approved detailed budget and share this with the Event Coordinator to cross check with their budget expenditure records.
- Any reallocation of budget should be discussed and agreed with the Major Events Manager.
- Any cause for concern with regard to either an unexpected increase in expenditure or decrease in income should be discussed with the Major Events Manager, as soon as possible.

### **Event income**

- All Partnership events must use an online entries provider as well as postal entry service.
- Sample specification for an entries system is provided in the admin section.
- Cheques for postal entries should be made payable to *British Orienteering* and sent to the National Office by the entries secretary.
- Details of event income should be shared with the Major Events Manager.

### **Entry fees & refunds**

- These shall be set in parallel with the event budget in consultation with British Orienteering Major Events Manager.
- See section on Admin for information relating to sliding scale of fees.
- A refund & changes policy must be agreed and all requests for refunds not dealt with via an entries company must be authorised and sent to British Orienteering for repayment.

### **Other event income & payments**

- Clear information needs to be supplied to British Orienteering accounts with regard to income relating to payments made for other event related items such as accommodation, meals, travel, merchandise etc.

### **Event expenditure**

- All invoices should be addressed to British Orienteering, coded with the appropriate event code (BOC2014, JK2014, BSBM2014) and sent to the National Office for payment.
- Upon receipt of an event invoice it will be given to the Major Events Manager for authorization and allocated against the agreed event budget.
- All purchases over £500 need to be authorised by British Orienteering Major Events Manager before an order is placed.
- It is strongly advised that all purchases are invoiced to the National Office and not made by private purchase.

### **Quotes for goods & services**

- For all items that are estimated to be more than £500, three quotes must be obtained.
- This means that a specification must be drawn up for each company to quote against. See other sections for sample specifications for some services such as entries, results, mapping & printing.
- The Major Events Manager will assist in the process of tendering for goods and services including entries, start times, results, toilets, First Aid, radio controls and commentary.
- A decision of who is given the tender/contract will be made between the Major Events Manager and the Event Coordinator.
- Prior to services being procured, any individual providing a quote needs to complete and send to the Major Events Manager the 'Proof of self-employed letter'.

### **Equipment purchased for the event**

- Equipment purchased or hired for an event should be insured both in storage and in transit and use.
- Check with the club/Association insurers as to what level of insurance applies to equipment being used for the event.
- There should be an agreement between British Orienteering and the Organising Body as to how the equipment, specifically purchased for the event from the event budget, will be dealt with when the event is finished.

### **Expense claims**

- The Event Coordinator will agree with the Major Events Manager a list of Event Officials who are approved to claim expenses in connection with the Event.
- Any expenses incurred by event officials to be claimed back using the Event specific expenses claim form and must be approved by the Event Coordinator and authorized by the Major Events Manager.

- Expenses must be itemised and accompanied by receipts and claimed back from British Orienteering on a monthly basis or as soon as possible.
- All expenses claims must be submitted no later than 3 months after the Event, or risk not being refunded.
- Expenses for travel & accommodation. It must be agreed in advance as to whether a role is eligible for expense claims.
- A travel claim policy should be agreed and this might be as follows:
  - Travel claims are paid at the rate of 25p per mile and will not be paid for the first 50 miles travelled after appointment to the role.

(i.e. no travel is paid for just turning up to help on the day but unless someone lives very close to the area they will get mileage paid for all other travel related to the staging of the event).

- Flights or trains maybe required and if possible they should be booked well in advance to secure the best rates.
- Accommodation claim policy should be agreed.
  - If the area is remote to the controller is it reasonable that they should be able to claim reasonable accommodation costs. These must be agreed in advance of each visit.
  - A controller should not feel obliged to stay in another Event Official's home if they do not wish to.
  - There may be some roles that require attendance early in the morning or late at night and the person lives a distance from the centre of the event, it is reasonable to agree in advance that they may claim reasonable accommodation costs incurred during the event weekend.
- No subsistence is payable to any event volunteer (i.e. meals & drinks when staying overnight or travelling).

## **Non partnership events**

Much of the information given above will be of assistance to non-partnership events.