



Events Procedure

Part 1: Handling Cash

All cash received to be banked in the county bank account a photo of the remittance and the details of the event to be emailed to the treasurer **PLEASE DO NOT USE CASH DIRECTLY TO FUND EVENT** as this will expose you to risk.

Keep detailed record of all income received.

Part 2: Paying Bills

Running any event will require you to spend money - in many situations organisers find it easier to pay bills themselves from their own accounts. Keep all invoices/receipts as this will be needed to reclaim expenditure from the Treasurer.

Event organisers may not be able or wish to do this and in such situations it is possible to get the County Treasurer to make payment either by cheque or direct to bank. **PLEASE NOTE** that there will be a time delay in making these payments, which may not be practicable.

In such situations it is possible to request a cash advance be paid to the event organiser to cover such costs SUBJECT to the following.

IN ALL CASES THE RECEIPTS/INVOICES SUPPORTING THE EVENT EXPENDITURE MUST BE KEPT AND SUBMITTED TO THE COUNTY TREASURER (see part 5 completion statement)

Part 3: Financial Management

A number of key principles

a) Clarity of where the money has come from and where it has gone, protect organiser and County so keep good records it is essential.

b) Plan expenditure carefully to be slightly less than expected income that will generate a small surplus which over time allows events to be organised with minimal financial risk and covers those situations which arise outside our control and cost money.

c) Look ahead - it is impossible to know things in advance but easier to plan if you anticipate differing ranges of numbers attending. This is critical when you are assessing what to charge for the event. When you have clearer idea of attendees set more detailed budgets. Delay committing expenditure where possible until you have better info.

d) if it appears you're going to make a loss let the County Treasurer and County Commissioner know as much in advance as possible - they won't bite - at least not the first time.

Part 4: Miscellaneous

If the cost of an item is significant ie over £500 it is prudent to get at least two quotes. It may not always be possible and in such cases you should evidence the reason why and the approval of either County Commissioner, Chair, Secretary or Treasurer.

VAT we have to pay it, many suppliers don't include it on quotes **BUT** you will need to pay it – so include it in your budgets.

Large Events – remember to budget for your infrastructure – Portaloos, sound system, Marquees etc

Remember that others have probably organised something similar before ask for their advice.

ANY PROBLEMS GET IN TOUCH EARLY – ESPECIALLY IF YOU MIGHT NEED PAYMENTS MADE URGENTLY.

Part 5: Completion Statement

When you have finished remember to prepare a completion statement listing all the income and Receipts/invoices for expenditure made and submit it to the County Treasurer as it will be needed for when the County Accounts are audited.

Part 6: Review

As a last stage review what you did and what could be improved – let others know where they may need to make changes also.