LEI Financial Records Small Events from May 2022

Please complete within 2 weeks of the event.

|  |  |  |
| --- | --- | --- |
| **Venue:** | **Date:** | **Organiser:** |

**INCOME**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Entry**  **Fee** | **Category** | **Amount** |
| **Senior** | £5.00 | Seniors |  |
| **Student** | £2.50 | Full time students |  |
| **Rest** | £1.50 | Non BOF seniors on Short Course & juniors |  |
|  | £1.00 | Dibber Hire\*  Dibber hire only applies if more than two controls (plus start & finish). |  |
| **Other fees** |  | Car Parking |  |
|  |  | **Total Income (A)** |  |

**Less**

|  |  |
| --- | --- |
| **EXPENSES** eg car parking, travel telephone and materials purchased (attach receipts if available) | **Amount** |
|  |  |
|  |  |
|  |  |
| **Total Expenses (B)** |  |

**ADD**

**MY DONATION** I include my gift aided voluntary donation

|  |  |  |  |
| --- | --- | --- | --- |
|  | miles | Rate (£) | amount |
| **Donation (C)** |  | 0.12 |  |

|  |  |
| --- | --- |
| ***Amount transferred to LEI (A) Less (B) Plus (C)*** |  |

…………………………………. (event organiser)

List all Helpers if not in the results ……………………………...…

Please send (e-mail) this form **whether or not** there is any surplus to the address below. Enclose the surplus preferably as an internet payment into the Club’s bank account 09-01-54 74893286 or a cheque payable to "Leicestershire Orienteering Club". Simon Ford, LEI Treasurer, 0116 2599448 si.ford1943@btinternet.com address in Lei news.

Notes see next page

Notes

**Income**

It's unusual to balance exactly so just put down the cash taken, make an estimate of dibber hire income.

**Expenses**

Usually club members claim 30p per mile net. However we use a complicated system as we have to meet the tax regulations to get 4p per mile in gift aid. All the little bits add up to £1,000 a year.

You need to claim at 45p per mile and make a voluntary donation of 15p per mile and record both of these on the sheet. So effectively you are claiming 30p per mile.

*Sample form*

**INCOME**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Entry**  **Fee** | **Category** | **Amount** |
| **Senior** | £4.50 | Seniors | **60.50** |
| **Student** | £2.50 | Full time students | **2.50** |
| **Rest** | £1.50 | Non BOF seniors on Short Course & juniors | **9.00** |
|  | £1.00 | Dibber Hire\*  Dibber hire only applies if more than two controls (plus start & finish). | **3.00** |
| **Other fees** |  | Car Parking | **0** |
|  |  | **Total Income (A)** | **75.00** |

**Less**

|  |  |
| --- | --- |
| **EXPENSES** eg car parking, travel telephone and materials purchased (attach receipts if available) | **Amount** |
| **50 miles at 45p per mile** | **22.50** |
| **Total Expenses (B)** | **22.50** |

**ADD**

**MY DONATION** I include my gift aided voluntary donation

|  |  |  |  |
| --- | --- | --- | --- |
|  | miles | Rate (£) | amount |
| **Donation (C)** | 50 | 0.12 | 6.00 |

|  |  |
| --- | --- |
| ***Amount transferred to LEI A Less B Plus C*** | ***£58.50*** |

75.00 - 22.50 + 6.00 =£58.50

You can make your donation separately and make two payments to the club.

**Levy** Minor Events Co-ordinator sends competitor numbers from the results into BOF. The levy is £1.50 per head (junior 50p) and this is paid to BOF by the Treasurer.