

## Easter 2013 financial report

### Summary

Overall the financial aspect of the Australian 3 Days was successful. Entries were at the top end of expectations. Map production and printing were low in this event. The surplus enables the full cost of mapping to be paid. The rest of the surplus will go towards seeding the next carnival.

### Stages

There are 3 stages in dealing with the money for Easter and other major events:

- Setting up the budget and establishing the entry fee
- Taking the entries
- Paying the expenses

#### 1. Setting up the budget and establishing the entry fee

A budget for the event was established in June 2012 and accepted by clubs at the October Council meeting. It became clear that the entry fee could be much lower than for Easter 2012 in Queensland. According to the budget there would be a surplus even if there were only 600 entrants (the worst case).

- 60% of the mapping costs were included in the budget. Mapping costs would not be high as there was one update of an existing map and three new maps produced by part-time mappers.
- Expenses for organisers and other officials would be paid, but there would be no payment for labour.
- The numbers of entrants could have been anywhere between 600 and 800 so the budget was set to receive a surplus with 600 entrants. 800 entrants would return a good surplus.
- Payment to clubs was from a pool of \$2 levy on each participation over the events. The pool would be divided evenly between the ten clubs working at the event.

**Recommendation:** that in future major events, the club returns and the mapping returns be included in the budget, as was done this time.

#### 2. Taking the entries

Entries started to be taken in November 2012 via the new Eventor system. Some people had used it already to enter for the Christmas 5 Days events, but for most people it was new. Some required assistance from the Jaffe family who carefully dealt with problems and queries.

- There were 3 deadlines: tier 1 December 16, tier 2 March 3 with higher entry fees, and tier 3 March 10 with very high entries. 46% of the entry receipts came in the first tier.
- Refunds for injury and other reasons were taken until the last few days.
- No late entries were accepted but there were entries taken on the day

**Recommendation:** that in future a refund policy be set up and advertised at the same time as the entries are publicised.

### **3. Paying the expenses**

Most of the expenditure was after the event. Payments were made on presentation of claims or invoices. A surplus was made (see the accompanying spreadsheet)

- Expense claims from officials were one third higher than predicted
- Map printing costs were about half the budgeted costs of \$3 per map, probably because the maps were all A4 size.
- It is assumed that both the camping and the dinner expenses were fully covered by the charges
- The cost of both clothing and prizes are combined here as some clothing was used as prizes. However the cost is four times that predicted and there is some unsold clothing remaining.
- The surplus could accommodate the payment of an extra \$5,360 to cover the full cost of mapping.

#### **Recommendation:**

1. that in future careful estimation of the costs of officials be made depending on the travel costs envisaged and as many other costs as possible are included.
2. that prizes be purchased early in the planning stages of the event.
3. that event clothing be carefully considered because the market is very fussy.

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Event treasurer

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