

## **Eventor payments and club returns**

### **Pre-entry and membership payments via Eventor**

- Clubs set up the Eventor file for club membership or an event including any special services such as discounts for members, charges for SI stick hire, other special discounts and when ready, open the event for entries.
- A cut-off time and date for entries is given to enable clubs to upload the entries into the computer
- The organising club should check whether all entries have been paid for. Unpaid entries will be sent reminders and threatened with the possibility of being withdrawn from the entrants but it is still possible to have people entering and not paying.

### **Collection of entry fees and memberships in the Orienteering Victoria account**

- People who enter will be asked to pay by PayPal (using a credit card) or POLi which is a direct debit from their account.
- The entry fees paid will be deposited in the PayPal account and then transferred to the OV account by the treasurer in batches. A fee is taken out by PayPal which is about 3%
- The POLi deposits are individual transfers into the OV account. There is also a monthly fee charged to OV based on 1% of the fee collected.
- Records are kept by the Treasurer of the allocation of the payments sorted according to club and entry/membership.
- The income is not subject to GST because it is kept in a club trust account (a liability account) for later transfer to clubs.

### **Return of payments to clubs**

- After a pre-entry event the Treasurer reconciles the records kept of each batch of transfers with the payment summary report from Eventor, consults the club treasurer or organiser about the levies on the event.
- Levies are payable on all entrants whether they competed or not (unless their entry fee has been refunded by the club). The club is responsible for refunding entry money. It is their decision whether to refund the whole or part of the payment.
- The club returns consist of payments collected less 3% for fees and less levies payable.

Ruth Goddard

Treasurer, Orienteering Victoria

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