


EVENT ORGANISER'S ACCOUNTS

Date						
Venue						
Organiser						

Income	Area	Detail	Amount	Attachments (receipts etc)	Comment	Cash
	Entries cash					
	Entries Cheques					NA
	SI Dibber hire (50p / person)					
	Lost SI Dibbers (£30 each)					
	Total Income					
Expenditure	Access charges					
	Toilets		NA		Arranged by M Hardy, pd by Treasurer	NA
	Map printing					
	Organisers expenses					
	Planners expenses					
	Controllers expenses					
	Printing flyers, descriptions etc					
	BO Levy		NA		Done on BO web site by treasurer	NA
	SportIdent levy from NEOA	seniors at 75p;	NA		Paid online by treasurer using participation figures below	NA
	SportIdent levy from NEOA	dibbers at 50p	NA			NA
	Other (to be listed)					
	Total Expenses					

Cash balance for Treasurer (cheque or bank transfer to 72-00-01, 09053303)

Participants	Seniors	Juniors	Total
Members			
Non-members			
Total			

- Needed for BO levy

For NEOA SI levy

Instructions:

- Organiser to fill in above with details of income, expenditure & participation and provide receipts for any purchases
 - There is no need to calculate a profit just report what was taken and spent
 - Mileage rate is 21p/mile
 - The participation numbers are required for the Treasurer to :-
 - enter on the BO web site to calculate and pay the BO levy
 - to make online payment to NEOA (only if SI used)
- send this form to the Treasurer along with the following enclosures
 - Risk Assessment Form
 - Any Cheques
 - Any Receipts
 - Cash balance (either cheque or a bank transfer to the account shown above)

Signed: _____

Date: _____

Treasurer: Malcolm Gibson, 2 Sandmartin Lane, Norton, Stockton on Tees, TS20 1LP; 01642 555457; malcolmgibson@btinternet.com