

**FINANCIAL INFORMATION TO RALLY OFFICERS****FINANCE**

Rally Officers are asked to budget for a surplus of a **MINIMUM** of:-

**£1.50 PER VAN FOR WEEKEND RALLIES**

**£2.50 PER VAN FOR RALLIES UP TO 7 DAYS**

**£3.50 PER VAN FOR RALLIES UP TO 16 DAYS**

Organisers of social events should aim for a significant surplus.

**Please note plaques to be ordered 10 WORKING DAYS BEFORE RALLY OR A FEE OF £5.00 WILL BE CHARGED**

In calculating the rally fee per outfit please remember the cost of

**PLAQUES (CONTACT TREASURER/SUPPLIER)  
POSTAGE  
DUPLICATING/PRINTING  
CENTRE SURPLUS PER VAN**

**REFRESHMENTS  
PRIZES  
CHILDRENS' SWEETS  
WATER/RUBBISH (IF ANY)**

In calculating any social fees per person please remember the cost of

**REFRESHMENTS  
GRATUITIES**

**PRIZES  
ROOM HIRE**

If a rally is cancelled before 14 days of the rally an administration fee of £3.00 must be charged, and the remainder refunded, if the rally is cancelled after 14 days then only the site fee will be refunded, if the rally is not attended and you are not informed the entire rally fee is forfeited.

**SOCIALS SHOULD NOT BE INCLUDED IN RALLY FEES, THESE SHOULD BE COSTED AND LISTED ON THE BOOKING FORM AS SEPERATE ITEMS.**

**APPLICATION OF VALUE ADDED TAX (VAT) CURRENTLY 20%**

<b>RALLY FEE</b>	When you have calculated the rally fee VAT must be added to the total. This applies to all rallies whether the farmer or landowner charges VAT or not.
<b>SOCIALS</b>	When you have calculated the social fee VAT must be added to the total. This applies to all socials whether catering is provided by the rally officer or professionally.
<b>MILK &amp; PAPERS</b>	No VAT needs to be added to the cost of these items provided they are charged separately.
<b>VAT ON EXPENDITURE</b>	If you are required to pay VAT in respect of any expenditure for your rally please be sure to obtain a receipt or invoice which shows the suppliers VAT registered number and a detail of the item provided. For expenditure over £50.00 the VAT amount <b><u>MUST BE SHOWN SEPARATELY</u></b>

**DO NOT ENTER ANYTHING IN THE EXPENDITURE VAT COLUMN ON THE RALLY ACCOUNT FORM UNLESS YOU HAVE AN OFFICAL INVOICE OR RECEIPT SHOWING THE SUPPLIERS VAT REGISTRATION NUMBER.**

**PLEASE NOTR A DELIVERY NOTE WILL NOT SUFFICE AS A SUITABLE DOCUMENT FOR RECLAIMING VAT.**

**THE AUDITOR HAS INFORMED THE COMMITTEE THAT RECEIPTS MUST BE OBTAINED AND SUBMITTED FOR ALL EXPENDITURE OTHERWISE BALANCE SHEETS WILL BE RETURNED.**

## CENTRE INCOME

All cheques to be made payable to:-

**THE CARAVAN CLUB NORH LANCASHIRE CENTRE**

**All cheques to be forwarded to the Hon Treasurer 14 days before the rally/event or when the rally/event is full.**

**All cheques to be requested on the official request form and signed by the Rally Officer and sent to the Hon Treasurer for money to organise the rally/event.**

In respect of expensive rallies the Committee have also approved the payment of a suitable deposit on booking, the balance payable one month before the event (except for special cases which may be agreed by the Centre Committee)

## **RALLY INCOME AND EXPENDITURE ACCOUNT (YELLOW FORM)**

All Rally Officers must complete the official forms for every rally or social event for which they have undertaken responsibility.

A supplementary sheet attached to the main form makes provisions for any personal expenses to be itemised, totalled and transferred to the main form under **ANY OTHER EXPENSES**.

Whenever possible any claim in respect of personal expenses on which VAT has been paid must be supported by a VAT receipt.

**ANY PERSONAL COSTS THAT MAY BE INCURRED TO BE SUBMITTED TO AND CONSIDERED BY THE TREASURER.**

**PLEASE DO NOT DISPOSE OF ANY EXCESS PROFIT BY DISTRIBUTING NUMEROUS OR EXPENSIVE PRIZES.**

**COMPLETED ACCOUNT FORMS, AND ALL RECEIPTS SHOULD BE FORWARDED TO THE CENTRE TREASURER WITHIN 2 WEEKS** of the rally or event to which they refer, together with a remittance covering the surplus and VAT collected less VAT paid.

Cheques should be made payable to

**THE CARAVAN CLUB NORTH LANCASHIRE CENTRE**

The total of your cheque should be as indicated in the summary

**AMOUNT DUE TO HON TREASURER.**

## GENERAL MATTERS

Please forward **TWO COPIES OF YOUR RALLY FORM** to the Centre Treasurer as soon as they are available, these are required by the Auditor and VAT Inspector.

If you have any difficulties in relation to any financial aspect of your rally or social event you are able to contact me at home, and I will be pleased to try and help you.

**HON TREASURER ON BEHALF OF THE NORTH LANCASHIRE CENTRE COMMITTEE.**