

Cambridge University Caving Club

Caving Meets Accounting Policy Document

November 2011

This policy is intended as a guide to how we intend to manage caving meet costs and income during the year. The President or the Treasurers reserve the right to alter the policy or make exceptions to it where the policy proves unworkable or conflicts with the aims listed below.

The Club Treasurers will manage the finances. Any queries or complaints should in the first place be addressed directly to them. If you are dissatisfied, the sole other point of authority is the President.

By attending club meets, you undertake the responsibility to submit all claims for reimbursement by the end of March of the running year. Claims submitted after this date may not be reimbursed.

This document should provide an overview of costs and fees to be applied. If in doubt, please contact the Club's Treasurers and agree on the details.

Aims:

- To finance a successful series of club caving meets.
- To deliver caving meets at an acceptable cost to participants.
- To split costs as fairly as is reasonably practicable.
- To spread the cost of caving meets among all the weekend and one-day meets held throughout the year
- To generate transparent records.

Expenditure

The costs are in the first place paid for by the participants and everyone is expected to pay the applicable fees. All purchases are to be informed to the meet leader, and reimbursement will be arranged to balance the costs. Please keep your receipts and/or bank statements! We cannot guarantee to reimburse expenses if receipts and/or bank statements are not forthcoming.

Expenses for a caving meet may include some of all of the following concepts:

- Hut
- Food
- Permit and cave parking
- Fuel
- Car hire

These may be paid by cheque from the Club's account or by members of the club. Members of the club incurring expenses will receive a credit in their accounts or be reimbursed.

Some expenses not to be included in the meet accounts are:

- Drinks for personal consumption
- Food for personal consumption within the cave

Meet & Gear Rental fees

The same **meet fee** will be applied throughout the year which will cover the expenses listed above. This meet fee shall be:

- Single day meets, including personal and SRT gear rental.....£25.00
- Weekend meets, excluding personal and SRT gear rental.....£26.00
- Weekend meets, including personal and SRT gear rental.....£31.00

For meets requiring **cows tails**, every caver has to get their own cows tails (made of 5m of dynamic rope of 8-10mm), which the club charges at £5.00 one-off cost.

These standard meet fee is also applicable to **meets off-term** which fulfil the following conditions:

- They are advertised on the main list in reasonable time
- There are free car spaces or car spaces are advertised as soon as they become available
- The organiser agrees to open the meet up

Drivers providing their own car will receive a reduction to the meet fee of £5.00 per meet in recognition of car wear.

In addition to the meet fee, **fees for personal and gear rental** shall be, for a day of caving:

- Basic kit: undersuit + oversuit + helmet + wellies + kneepads + belt + harness.....£1.50
- SRT kit.....£1.00
- Light.....£0.50

The Committee shall review the following figures about meet and gear rental fees no later than the first of October of the year.

Income from meets shall be accounted for in their respective pools from the Club's accounts, as follows:

- Meet fees → *Meets pool*
- Undersuit, oversuit fees → *Personal gear pool*
- SRT fees → *SRT-pool*
- Light fees → *Lamp pool*

The resulting float from each pool shall be used for gear replacement when appropriate.

Meet account reporting

Meet leaders shall provide the following information to the Treasurer, no later than four weeks after the meet has happened:

- Dates
- Destination
- Name and surname of attendees
- Email, college or other contact
- Expenses
 - Who
 - What
 - Amount
- Meet fee type: normal or driver
- Rented gear
 - Days of rented full SRT gear
 - Days of rented oversuit, undersuit and helmet
 - Days of rented light
- Amount paid by attendee
- Date of payment
- Form of payment: cheque, cash or transfer

The form at the end of this document is intended as a reporting guideline and the final format shall be agreed between the Meet leader and the Treasurer at their convenience.

CUCC Meet report form

Dates...../201 Location.....

Meet leader(s)..... Caves visited.....

EXPENSES			
	<i>Name & Surname</i>	<i>What – Fuel, Food, Hut, Cave entrances, Others</i>	<i>Amount</i>
1			£
2			£
3			£
4			£
5			£
6			£
7			£
8			£

INCOME										
	<i>Name & Surname</i>	<i>Email, College or other contact</i>	<i>Meet Fee type N (normal) D (driver)</i>	<i>Days of rented full SRT gear</i>	<i>Days of rented Basic kit*</i>	<i>Days of rented Light</i>	<i>Amount to be charged</i>	<i>Amount paid</i>	<i>Date of payment</i>	<i>Form of payment**</i>
1							£	£		
2							£	£		
3							£	£		
4							£	£		
5							£	£		
6							£	£		
7							£	£		
8							£	£		
9							£	£		
10							£	£		
11							£	£		
12							£	£		
13							£	£		
14							£	£		

* Basic kit: oversuit, undersuit, kneepads, helmet, belt & harness

** Form of payment: C (cheque), \$ (cash), T (transfer)

Signed by meet leader: