

Financial Information for Meet Directors

1 BEFORE THE MEET

1.1 Meet expenses

See the Policy Guidelines on the website for current spending limits.

Write your name on each receipt and the date of the meet, and, unless it is shown on the receipt already, a description of what the receipt is for. Bring all receipts to the meet and you will be reimbursed at the end of the meet, unless the Treasurer is unable to be there. If you turn receipts in later, reimbursement may be slower. No receipts, no reimbursement. If you bring homemade goodies, bring a written estimate of the cost of your ingredients and you will be reimbursed.

1.2 Map printing cost reimbursement

Maps may be printed at Great Originals and charged to the Arctic Orienteering Club account. Bring the pink invoice copy for maps so the Treasurer can track what we are being charged by GO.

1.3 Signs regarding meet fees

Check to be sure there are still signs in the equipment box describing the fees to participants. We will update the signs if we change our fees.

1.4 Miscellaneous supplies

Standard supplies such as control cards, sign-up sheets, cups, napkins, tape, string, pencils, etc. are in the meet box. If something is running low, either buy more and give the Treasurer the receipts, or tell the VP of Equipment.

2 DURING THE MEET

2.1 Meet fees

The Participation/membership form and the previously mentioned signs have the current fee structure.

2.2 Check the forms

Please do your best to check the waiver/membership forms as people complete them, to see that the membership/meet fee/donation spaces are appropriately checked. That will allow the Treasurer to track how much of our income is membership, meet fees, and donations.

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2.3 Check the forms again for Donations!

Arctic Orienteering Club is a 501(c)(3) organization. We gratefully accept donations to the club's coffers, and these are tax deductible. Membership fees and meet fees are not. If people donate money, please be sure that is documented on the waiver/membership forms in the "donation" blank. The Club will send a receipt for the donation if they include their address on the form; please check for an address.

2.4 Watch the money!

Please keep an eye on the money during the hubbub of registration and starting times.

2.5 Collateral for Loaner compasses

If someone wants a loaner compass for a meet, please have them leave a driver's license or car keys in the money box as collateral; we otherwise lose compasses steadily.

3 AFTER THE MEET

3.1 Treasurer usually comes to pick up the \$\$\$ and receipts

The Treasurer will come towards the end of most meets and pick up the money. If the Treasurer cannot make it to pick up the money, the Treasurer will try to let you know in advance who will pick up the money instead. If, for some reason, nobody comes to pick up the money, take it home and either:

(1) hold on to it until you talk with the Treasurer; or

(2) deduct your expenses from the cash you received, write a check to the Arctic Orienteering Club for the rest of the cash (and keep the cash), and send that check, other personal checks collected, and the receipts (see below) to the Treasurer at the O mailbox (PO Box 241003, Anchorage, AK 99524-1003).

3.2 Give the completed membership/waiver forms to the Treasurer

'nuf said.

3.3 Report the number of finishers to the Treasurer

If you have used a municipal park, please e-mail the Treasurer with the number of finishers when you have tabulated the results. This is necessary for keeping track of what we owe the Municipality.