

## Event Coordination Toolkit

# Procedures for Revenues and Expenditures



This document is intended to clarify how to manage revenues and expenditures for ORNCC Sponsored events. The processes are helpful for hosting any NVC related event.

In the process of determining if the event will be ORNCC Sponsored, the event host or Local Team Coordinator and the ORNCC State Coordinator will have agreed on an event budget, which will outline which expenditures will be made locally, and which will be made by ORNCC.



### **Understanding the Budget**

Workshop revenues are a projection. Therefore any calculation that includes revenues is a projection.

Expenses are more accurate because we have direct control of them. As the ORNCC Board takes responsibility for the financial risk of these expenses, the budget is meant to protect ourselves by identifying expenditure limits. Each amount is chosen based on detailed consideration of the resources each team will need to be "successful" at hosting their event, and resources ORNCC will need to best support them in doing that.

Shared Expenses. If different areas are sharing a trainer, each team's total expenses includes the shared costs of ORNCC event-related expenses, applied by the amount of time each team uses a trainer.



### **Making Expenditures**

(How I would like it to work to meet my needs for clarity and predictability):

Each team has indicated one person who will be managing/tracking the total expenses for the local team. No expenditures are made without checking in with that person, so they can keep track and stay within the budget. The items and expenses listed under each team are the ones they will spend themselves. (ORNCC will not make any expenditures from the Local Team column on the budget, and vice versa.) Each team can spend up to the amount indicated in the budget for things associated with each line item.

#### Staying Within the Budget

Any plan or projection to spend above any line item in the agreed-upon budget will be predicated on a conversation and agreement with the ORNCC State Coordinator.

#### Promotion

Check all promotion based expenditures (printing flyers, etc.) with the ORNCC State Promotion Coordinator to make sure you have the most updated version of the flyer.

#### "Show me the Money"

Teams will have two choices for how to spend money in their line items:

- a. Contact ORNCC State Director by e-mail, with a phone #, amount, etc., and they will pay for the expense with the ORNCC credit card

- b. Spend out of own pocket, and get reimbursed at a later date. Request that no more than two people on each team do this, to meet needs for consideration of ORNCC treasurer (who can write one check for several items instead of several checks for one item each).

#### Receipts and Reporting

Save receipts for all expenses and submit to your local budget tracker, who will periodically attach to the Expense Tracking form on the Event Budget, and send to the ORNCC State Coordinator.

Address: ORNCC, c/o Stuart Watson, 3737 SE Caruthers, Portland, OR 97214



#### **Receiving Revenues**

All checks will be made out to ORNCC. Maintain separate accounting and storage places for revenues received from workshops, and revenues received from sales of books and materials.

Within three days after the event, enter all the credit card charges on slips and registration forms directly into the ORNCC website payment platforms. Write a red check mark on form or slip after each payment is processed.

Within seven days after the event, provide to the ORNCC State Coordinator in well-separated and clearly labeled envelopes:

#### Registration Revenues

- Stack of cash received for workshop registration fees with note of total amount
- Stack of checks received for workshop registration fees with note of total amount

#### Books and Materials Revenues

- Stack of cash and checks for books and materials

#### Forms

- All registration forms received that were paid by check or cash.
- All registration forms with credit card information and credit card slips.