

DEEP SOUTH REGION BUDGETING GUIDE FOR RALLIES & CLINICS

Who prepares the budgets for rallies and clinics?

During the Regional Annual Meeting each year, clubs volunteer to host rallies and/or clinics for the upcoming year. When a club commits to hosting a rally or clinic, it becomes the responsibility of the DC to assign who in the club will prepare and submit the budget and final report to the Region. Often this is the club's treasurer, but can be anyone active in the rally/clinic planning. This person should possess computer skills in Microsoft Excel, or another spreadsheet program, and be able to regularly e-mail reports and communicate with the RS, VRS of Activities and/or Instruction and Regional Treasurer.

When does the budget need to be prepared?

The total projected expense amount is used to determine the cost per participant or club for each rally or clinic. It is essential that the host club begin planning and estimating expenses at least ten (10) weeks prior to the rally/clinic. Arrangements should be made with judges/clinicians by this time so that airfare can be estimated and purchased at the greatest discount. **A projected budget and entry packet should be submitted for review to the RS, Regional Treasurer, and VRS of Activities at least eight (8) weeks prior to the event.** This allows time for adjustments and corrections. The Regional officers will assist in obtaining an estimated number of participants so the cost per participant or club can be announced. Final arrangements for the event, including the fees, should be announced and included in the entry package at least six (6) weeks prior to the event.

What should be included in the budget?

The projected budget is used to determine the participation fees, therefore, all costs associated with running the rally or clinic should be included. Each rally or clinic will have some unique expenses, i.e. posters and markers for Quiz, or fun jumps for Eventing – all of these should be included as expenses. All expenses related to hosting the judges, clinicians, and officials including meals, hotels, fees, and airfare, should be included.

What about meals for officials, participants or concessions?

Participants and parents are expected to provide for their meals. The host club must provide lunch for two days for all Assistant Horse Managers and all meals for officials as needed throughout the event. Should the Host club operate a concession stand at the event only food expenses for officials and Assistant Horse Managers can be expensed thru rally/clinic budget. Any concessions should be budgeted **completely separate** from the rally/clinic budget.

How does the host club pay for expenses?

The host club is responsible for paying all expenses related to the event they are hosting. In addition, they will collect all revenues. If the host club's account does not have the funds to pay expenses in advance of the collection of participation fees, the DC of the host club can request a cash advance from the RS. A projected budget **MUST** be submitted before requesting a cash advance.

What do I do with profits or losses?

Ideally, any event will break even or show a slight profit.

If an event shows a PROFIT, the host club keeps any profits up to \$125. Any profit in excess of this \$125 will go to the Region

If an event shows a LOSS, the Region will reimburse the host club for the amount of the loss. In this way, no host club will ever lose money for hosting a rally or clinic.

What happens after the event?

After the rally or clinic is completed and all receipts and fees collected, the host club must submit a Final Revenue and Expense Report to the RS, Regional Treasurer and VRS of Activities. This report should include the total number of participants, total revenues collected, and all expenses. *This report is due within two (2) weeks of the completion of the event.*

When do I pay the Region and what should it include?

Along with your Final Report, you should include either a check to the Region as outlined above or, in the case of a loss, a request for refund.

What if I have more questions?

You have several resources if you have questions:

- DC of the club who previously hosted the event
- Regional Treasurer
- Regional Supervisor
- VRS of Activities and/or Instruction
- Regional Website