

## Match Chairmen Event Reporting Responsibility

- Cash Advances and advanced payments:
  - If funds are required to create a cashbox for processing cash payments from entrants, let the Treasurer know your needs a week prior to your need date. A check will be written and mailed to you.
  - If vendors required up-front payments, submit an invoice and a check will be mailed to the vendor.
- Registration funds
  - Early registration fees will be paid into the treasury as they are received.
  - All checks should be made out to “Port Malabar Rifle & Pistol Club”
- Contractual and financial obligation of the club:
  - Only club officers may obligate the club contractually. All contracts must be signed by the President and the Treasurer. No match chairman is authorized to obligate the club contractually or financially.
  - New scheduled events must be approved by the board
- New Event Planning
  - If a match chairman proposes a large event (state or regional championships for example) the majority of whose participants are non-club members, the responsible match chairman must submit a plan for approval that includes
    - Dates and ranges to be used
    - Estimated number of participants
    - Costed requirements for support including
      - Parking plan
      - Catering
      - Shelters & support equipment
    - Support personnel plan including
      - Registration, scorekeeping & statistics
      - Match officials
      - Traffic control
    - Financial Plan including
      - Estimated cash advances required
      - Estimated revenue
      - Estimated costs including
        - Itemized vendors costs
        - Itemized payments to personnel
        - Itemized payments to sanctioning bodies
        - Prizes
      - Balance sheet with estimated return to club
- Match Chairmen will report the result of scheduled matches and return net funds to the club no later than 2 weeks after holding the match
- Match report shall include as a minimum
  - Event date(s)
  - Number of shooters

- Amount Collected including any cash advance from the club and early registration fees paid to the club.
- Direct expenses which include an itemized list of
  - payments to vendors associated with the event (enumerated with copies of receipts)
  - Any payments to sanctioning organizations
  - Prizes paid with a list of amounts and individuals
- Request for club payment of outstanding invoices including
  - Payee
  - Address
  - Amount
  - Copy of the invoice
- Balance remitted to the club
  - This amount should account for all funds advanced and received less direct expenses.
- If no payments of invoices are required, then the match envelope summary with receipts attached is acceptable