

ACCOUNTS FOR THE SENIOR & JUNIOR OUTDOOR TOURNAMENT

STAGING FEE

EMAS pays the host club a fee of £200 to stage the event.*

From within this fee the host club has to pay for:-

- Any ground hire & marking out fees
- Lunches for the judges
- Judge and Lady P/Lord Patron gifts
- Other incidental expenses incurred.

In addition to the staging fee, EMAS will pay for

- Boss Hire (£7.50 per boss & stand set)
- Cost of the target faces (invoice to be provided to support claim)
- Judges travelling expenses (each judge to complete a separate claim form)
- EMAS medals awarded (charged at £2.50 each, on a use or return basis)

[it is important that allowance be calculated into the entry fee for the cost of the medals likely to be used]

TAKE A *DETAILED* NOTE OF HOW MANY MEDALS ACTUALLY USED

ACCOUNTS

All outstanding payments will be made after the event. All accounts should be presented to the EMAS treasurer within one month of the event. An advance float is available from the EMAS treasurer on request.

Should there be any questions about the shoot and its finances, your first point of contact is the EMAS Tournament Advisor.

Please use the account layout as per the account proforma in this folder. This document was generated using Microsoft excel and further copies are available electronically from the EMAS TA.

*The staging fee is designed to cover most expected expenses of the host club and whilst no receipts are formally required, a breakdown of expenses incurred would be appreciated. With these details the EMAS treasurer can constantly review the viability of the payment.