



### **Financial Instructions for Race Directors/ Event Directors**

This form should be read by everyone who is responsible for directing a race, or an event. For the avoidance of doubt this includes all of the following:

➤ Xmas Flash/ Charles Barrington race	➤ Connaught Championships
➤ Winter League	➤ Irish Championships
➤ GOAL relay	➤ Trail League
➤ Leinster League	➤ Nav Challenge
➤ Leinster Championships	➤ AGM Flash

#### **Policy**

All race income and costs should be fully booked through the system – we don't want people netting off their own expenses; expenses can be reclaimed separately. This is essential as it allows us to track all finances on an even by event basis. The Committee would appreciate everyone's cooperation in this respect.

#### **Income**

All income from the race (with no costs netted off) should be counted and lodged (less the float – see below) as soon as possible after the race in a convenient AIB Branch. Lodgement slips should be in the float bag – if there are no lodgement slips please contact the Treasurer.

***When lodging income please complete the "Reference" line with the name of the event you were managing to ensure we can track the event.***

The Income Reconciliation Sheet should be completed and returned to the Treasurer as soon as possible after the event.

#### **Costs**

Any costs associated with the event should be claimed back from the Treasurer and not netted of any income you are submitting. If you wish the Treasurer to pay directly please supply them with a copy of an invoice and any necessary approvals from the Committee. The Treasurer will then send a cheque direct to the supplier.

If they are costs you have incurred personally and would like to reclaim, please complete the Expense Claim Form. To ensure timely payment, all receipts should be attached to the claim form – no claim will be paid without appropriate receipts.

## **Float**

All Race Directors will be provided with a €100 float before each race. For the first race of the season this float can be obtained from the Treasurer. Thereafter, at the end of the race each race director should ensure the float is intact and should pass it to the Director of the next race in whatever form they have. It is the responsibility of the recipient race director to ensure it is in sufficient denominations for the start of their race.

## **Treasurer contact details**

Sarah Moores

Tel: 087 657 9400

Email: [sarah.moores@imra.ie](mailto:sarah.moores@imra.ie)

Fax: 01 283 7256

Address: 71 Taney Avenue, Goatstown, Dublin 14



**Income Reconciliation Sheet**

Please complete this form as soon as possible after the race and return to the Treasure by fax, email or post.

Name of Race/ Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Total Income, €: \_\_\_\_\_

AIB Branch where lodged\*: \_\_\_\_\_

Date Lodged\*: \_\_\_\_\_

*\* If possible ask bank official to stamp this form*

Signed by Race Director: \_\_\_\_\_

Print name: \_\_\_\_\_

Contact telephone number in case of queries: \_\_\_\_\_

**Please return to Sarah on:**

Email: [sarah.moores@imra.ie](mailto:sarah.moores@imra.ie)

Fax: 01 283 7256

Address: 71 Taney Avenue, Goatstown, Dublin 14



irish mountain running  
ASSOCIATION

**Expense Claim Sheet**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

Items to claim:

<u>Description</u>	<u>Value, €</u>	<u>Receipt enclosed*</u> <u>(Please tick)</u>
<b>TOTAL</b>		

\* Receipts should be included with the form.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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