



Quick Reference Guide Finance Process for running a Study Day

NB Plan the year's training at your first meeting after the AGM and submit this as a business plan using the relevant forms attached.

STEP ONE - PLANNING

<u>Decide</u>	<u>Example</u>
Event	Splinting workshop
Speaker	A. Smith
Date	10.10.2010
Venue	District Hospital
Expected number of delegates	30



STEP TWO - COSTING

- Outgoings

	<u>Example</u>
Venue	£150
Refreshments	£120
Speaker fee and Travel	£150
Advertising	£ 60
Materials	£70
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	£550
- Delegate numbers

Desirable delegate fee £25

£550 divided by £25 = Minimum delegate number of **22**
- Cheques to be made payable to COTSS-CYPF

Steps 1 and 2 = The Proposal

STEP THREE

Send Proposal to NEC Treasurer (Form C)
[Request for finances to run a regional event](#)



STEP FOUR

NEC Treasurer confirms proposal within 14 days of receipt



STEP FIVE

Confirm speaker and issue

- Speakers contract (Form B)
- Expense claim form (Form A)
- Advise speaker to send these forms directly to NEC Treasurer



STEP SIX

Send to NEC Treasurer

- Delegate cheques (Paying in Form D)
- Any Invoices



STEP SEVEN

- **NEC Treasurer banks cheques** against regions' name
- Pays invoices directly to claimants