

EVENTOR FINANCE PROCEDURE

1 Background

This procedure sets out the process to be adopted by ONSW and Clubs in managing payments received using the Eventor event and membership management software. The use of the Eventor payment system is strongly recommended for all pre-entry events, and may be mandated by the Board for events which are part of a series.

In this procedure, the term 'Club' also includes ONSW-appointed organizers of large multi-Club events. The definitions of Club and State Administrators are those used in Eventor.

2 ONSW Holding Account

2.1 ONSW operates a Holding Account for all monies received via the Eventor system. This account is separate from the accounts used for normal ONSW business.

2.2 For clarity, it is confirmed that the affiliated Clubs are parties associated with ONSW as set out in the Constitution.

3 ONSW Procedure

3.1 For pre-entry events, the currently available payment systems are PayPal for credit cards and POLi for assisted EFT bank transfers.

3.2 The Finance Director is responsible for setting up financial systems at the State level, including the necessary API interfaces for POLi and PayPal. The Finance Director and/or Administration Officer will endeavour to assist Clubs in setting up these details for their events, which should be done by copying and pasting from a previous event. **It is very important that no alteration is made to the API interface codes.**

3.3 Money received from POLi is automatically paid into the Holding Account. Money received via PayPal is paid into a PayPal account operated by ONSW. This (PayPal) account is operated by either the Finance Director or Administration Officer, who shall regularly transfer money into the Holding Account such that the balance held in PayPal is kept to a practical minimum.

3.4 In the week following an event, the Administration Officer will calculate the entry fee payable to the Club by selecting from the Eventor main screen¹:

State Association / Finances, which leads to the **Search Orders** page
Select the appropriate event under **Event**, and choose Paid under **Status**
Leave the **From** and **To** (dates) fields blank, to see all payments

The total is given at the bottom of the page. The Administration Officer will then arrange payment to the Club from the Holding Account, less any part payment previously made for that event.

3.5 Membership fees will also be paid automatically into the Holding Account. The Finance Director and Administration Officer shall, from time to time as required, determine the total of membership fees received using Eventor / State Association / Finances, and transfer these amounts to ONSW's cheque account.

¹ Requires State Administrator access rights

3.6 ONSW pays all merchant fees associated with Eventor. For PayPal, the Administration Officer calculates the total fees from the PayPal statement and arranges a matching payment into the Holding Account. This should be done at the end of each Quarter. For POLi, the operating company (Centricom Pty Ltd) invoices ONSW regularly (monthly) and is paid directly from the main ONSW Cheque Account.

3.7 ONSW shall pay any Bank fees and charges associated with the Holding Account.

3.8 At least quarterly, the Administration Officer shall provide a report that shows for the Holding Account the beginning of period bank balance, end of period bank balance, total of payments in and out over the period, where the money comes from (e.g. SL5, memberships) and which clubs it goes out to. If possible, there would be some form of reconciliation with numbers of entrants/memberships.

4 Club Procedure

4.1 At any time, a Club Administrator is able to look up the entry money held on behalf of their Club for an event by accessing Eventor and selecting:

Club / Finances, which leads to the **Search Orders** page

Select your event under **Event**, and choose Paid under **Status**

Leave the **From** and **To** (dates) fields blank, to see all payments

The individual payments will be listed, with the total at the bottom of the page.

4.2 A Club can request part payment of event entry money held, before entries close, in order to assist with event organization. The part payment will not exceed the value of fees currently held for that event. The Administration Officer shall keep a record of any part payments made in accordance with this Clause.

4.3 Club Administrators can only view information for their own Club. However, State Administrators are able to view details for all NSW Clubs.

4.4 Whether or not they use Eventor, Clubs are responsible for providing the specified Event Report, including participation statistics, and paying ONSW fees as set out in Manual Section 2.1. It should be noted that Eventor is useful in compiling the participation statistics; the Administration Officer may be able to provide assistance.

Adopted

July 2013

Reason for issue: New