



Contest Finance Guideline (2015-2016)

Expenses of the contests should be shared among the members of the Areas or Divisions fairly.

The Area or Division prepares the budget in order to avoid excess or deficiency and decide the method of allotment in advance. The Area or Division may choose a method that is likely to be the fairest from the following options of the method of collection or the timing. Note) No allotment is made to contestants.

1 Collecting method

- ① Collection is made from all attendees(from individuals): except for the contestants and test speakers
 - WHQ recommends this method.
 - It is obvious that collection is made evenly.
 - Reception job must be busy and complicated.
 - The number of the attendees could be less if the amount of payment is high.
- ② Collection is made from the clubs in the Area or Division.
 - WHQ has approved the method.
 - Allotment is made including The members who do not attend.
 - Collection and bookkeeping jobs are much easier and the chance of deficiency is smaller.

★Further Options

- Divide by the numbers of the club in the Area or Division
- Divide proportionally based on the number of members of each club.
- Divide among participating clubs

This method may be used when the Area or Division finds that the participation may be limited due to geographical reasons or other inevitable reasons.
- Divide proportionally based on the number of members of participating clubs.

2 The Timing of Collection

- ① Collect on the day of the contest, or in advance the amount determined based on the budget.
- ② Collect after the event when the final reporting is made on the expenses. (No chance of

deficiency.)

3 Reporting

- ① Area Contests: the host club shall send the financial report with receipts (evidence) to the Area Director.

The Area Director shall transfer it into the prescribed voucher and send it to the financial manager with the receipts.

- ② Division Contests: conforming to the above procedure.
- ③ District Contests: Report shall be made conforming to the Conference financial guideline that applies to events held during the Conferences.

4 Voucher entry method and the notes

- It is no problem if revenue is indivisible by the number of the attendees. Fill in with exact figures.

- It is usual that variances occur between the budget and actual even when it is planned strict

Following methods may be used in case of variances in less than 1000 JPY so as to achieve a breakeven.

Method 1

➤ **Excess:**

Select the payment item in the voucher 「Others that are unidentifiable as contest expenses」
Fill in with “donation to the host club” or any other descriptions that apply.

➤ **Deficiency:**

Select the revenue item in the voucher “**Items other than the above**” and fill in with “**donation**” from the host club or someone if there is a volunteer.

Method 2

Variances which cannot be proceeded in the above methods.

- **Deficiency** : There shall be additional collection from members involved.
- **Excess**: Refund the amount to members involved using a reasonable method.

When the above methods are not impractical:

When the above methods are impractical, please send the excess to district 76 finance manager because the Areas or Divisions do not have any person in charge of accounting.

Method 1 is highly recommended when the expected amount of remittance after bank fees is small.

This guideline was made to help smooth contest operations and not to be considered as regulations you are forced to keep. Let's make efforts to conduct successful contests with which you will enjoy and learn a lot.