

# The Reeve's Guide to Events

## Who's Who

**The Reeve.** You!

**The Steward.** The person who proposes running an event, and runs it if the event is approved by the group.

**The Group Council.** The people who approve or reject event proposals for the group. The number of people involved varies with the size of the group.

**The Bookings Officer.** The person(s) who take bookings for the event.

**The Gatekeeper.** The person(s) who sign people into the event, and record whether or not they have paid. May also take payments on the spot.

**The Feast Steward.** The person(s) who prepare food for the event, often being given an advance of funds with which to buy provisions.

**The Second Approver.** Every group has to have two people approve any payments from its bank account. The reeve is usually one of them, and the seneschal usually the other. Most groups have other people who can make the approval, if the usual person isn't available.

One person can fill two or more of these roles. In a small group, for a small event, you (the reeve) could be everything except the second approver and group council.

## Who does what

### Stage Zero – before anyone has even proposed an event

As reeve, make sure you can find copies of event reports from previous events your group has held. Most events are recurring, and the best way of guessing what the costs and revenue will be from the next event will be, is by looking at the last event (and adjusting for inflation). This also helps you spot any line items which future stewards might not think to include.

### Stage one – event proposal

It is the **Steward's** job to put together a plan for an event, including a draft budget showing what they think it will cost or earn. They should read and follow the guidance in the Stewards' Handbook. They ought to approach you, the reeve, and ask for you to run an editorial eye over their budget. They ought not to expect you to prepare their budget for them. But they can ask, and if you have time you may choose to do it.

When the proposal is put to the **Group Council** for approval, you should:

- Confirm that you have reviewed the budget
- If the proposed event is intended to run at a loss, confirm whether or not the group has enough funds to support that cost (remembering to allow a reserve to existing commitments such as ongoing hall rental, trailer registration, etc)

- If the proposed event needs initial expenses to be met before ticket revenue comes in (eg, a deposit on the venue), confirm whether or not the group has enough funds to cover the deposit until ticket sales recoup the cash
- If the expenses include any non-recoverable deposits in the event of the event being cancelled, confirm whether or not the group could survive the loss of those deposits. NB: it is the Group Council who decide whether the risk is tolerable. They may conclude that they'd be seriously affected if the event were cancelled at the last minute, but the chances are so low that they want to go ahead anyway. You have a vote on that decision, but it is not yours to make in isolation.
- The Steward may ask the Group Council to approve a cash advance to allow them (or the **Feast Steward**) to pay for expenses in the lead up to the event. Make sure you have a record of how much was approved, and any conditions about what it was for. **Make sure the Stewards know they have to keep the receipts.** If there are going to be cash payments at the gate, confirm that the Steward have made allowance for a cash float of change to be held by the **Gatekeeper**.
- Make sure you have a record of the total approved budget for expenses for the event. This means making sure that the minutes of that Group Council meeting are stored in Dropbox (you don't have to be the one who *writes* the minutes, but you have to file them).

## Stage two – event preparation

Establish a routine for communicating with the **Bookings Officer**. They are going to be the person with a record of who has paid for what, and you are going to be the person who sees deposits arrive in the bank account. You need to know, when John Doe pays \$123.40 for the event, how that amount breaks down into ticket fees, kingdom levies, event insurance (if John or one of his party is a non-member), and any other components such as paying for a T-shirt. You may be able to set up joint access to a spreadsheet that the Bookings Officer fills in, and you read.

If there has been approval for an advance to be issued, get banking details from the **Steward** about where they want the money sent, and put in the payment. Make sure the **Second Approver** knows the payment is in the system, and needs their sign-off. **Make sure the Stewards know they have to keep the receipts.** (Yes, I have already said that once). Make sure you reconcile that payment as a cash float, not as an expense. The money hasn't been spent yet: it still belongs to the group until the Steward produces receipts. See the help card on Floats and Cash advances, if you aren't familiar with this.

If there are other expenses to be paid, make sure the Stewards know that you will only pay them on presentation of a tax invoice/receipt, which includes GST. As invoices are presented to you for payment, keep a running check on the budget to make sure they fall within what the Group Council has approved. If the event risks running over budget, tell the **Steward** that they have to seek Group Council approval for the increased expenses before you can pay them. Both the **Seneschal** and **Reeve** of a group have delegation to approve payments of up to \$100 in an emergency, getting Group Council approval after the fact, but this is an *emergency* provision.

**Make sure all expenses and revenue associated with the event are tagged with the event name in Xero.**

## Stage three – while the event is on

Check with the **Gatekeeper** to see if they are likely to need you to provide real-time confirmation of money arriving in the group bank account, from people paying electronically at the gate.

## Stage four – after the event

It is the **Steward's** job to chase up any outstanding invoices from suppliers, and to present them to you for payment. It is your job to pay them – but if they add up to more than the approved budget, you should notify the **Group Council** as you go. The bills have to be paid, but the council have to be warned. It is either the Steward or the **Gatekeeper's** job to chase up late payments from people who attended the event without paying. It is NOT the Reeve's job to chase late payments, unless you are also the Steward or Gatekeeper.

If there was a cash advance issued to the **Steward** (or any member of the event team), it is their responsibility to keep receipts for everything they bought with that advance, and to transfer any money left over into the branch bank account. As reeve, you will need to tell them what account you want the residue paid into. The Steward needs to provide you with receipts which, when added to the cash they have refunded, add up to the value of the original cash advance. If they can't do that, they have to provide you with a Statutory Declaration which swears that the missing money was spent on materials for the event. When reconciling the advance in Xero, treat the Stat Dec as if it were an invoice, and attach it to the transaction. See the help card on Floats and Cash advances, if you aren't familiar with this.

Once all payments and receipts have been reconciled in Xero, it is the **Reeve's** job to run an event profit and loss report. This will be really, really easy if you have tagged everything with the event code as you reconciled it. Prove a copy of the report to the Steward. It is the **Steward's** job to produce the overall event report for the **Group Council**, which details both the financial and non-financial aspects of the event.

It is the **Reeve's** job to make sure the Steward's final event report is saved in Dropbox (after approval by the Group Council).

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