

IMechE Event Budgeting

24th October 2018

This is how you, the Organiser, should plan for a talk moneywise, to properly budget for the Event and thus to confirm to me, the Gloucester Area Hon Treasurer :

- 1) When you invite somebody to give a talk you must agree travel expenses with them, and tell me about them in your budget for the event a month beforehand, for they will be paid by me afterwards. It is not acceptable to avoid talking to the speaker about them before the event, for we might not be able to afford them, especially if they come from overseas or want to travel first class. Mileage is paid at 40p/mile - honest declaration of the mileage is allowed without receipts, but you can use Google Maps or similar to determine the mileage.
- 2) Talk to Peter Rayner about your EDF expenses and plan for that at least a month beforehand too - clearly the actual refreshments expenditure will depend on the number of visitors, but plan early in any case. Other venues? - ask me, or the Venue Manager.
- 3) Gifts (book token or whatever) to the speaker of £25 are allowed, but no more. Budget for that too.
- 4) Scanned receipts are required if possible - except for mileage.
- 5) I make payments via BACS - bank to bank transfer so please declare your bank account name and number and bank sort code on your expenses claim form. I do not pay by cheque at this time.
- 6) The Organiser must declare the budget to our Chairman, our Secretary and to me the Treasurer. It should be broadly agreed before the talk is authorised.
- 7) I have to go to the Western Region Treasurer to obtain funding with good argument, so I need to know the budget early enough to plan his investment in us.

**Jim Quinn BSc FIMechE
IMechE Gloucester Hon Treasurer**