

## Midstate Miata Club of NY, Inc. Process for Payment for Club Events

The purpose of this document is to define several methods for paying for club sponsored events. It will describe the scenarios and the expectations of how monies should be collected and payments made. These processes should be followed unless there is an approval from the President. There should **not be any checks written to individual club members** for events. This will better align us with some industry 'best practices'.

**SCENARIO #1 – No reservations are required for the event.** Examples could be Thunder Road Tours at the Glen, Ride for the Colors, casual lunch with individual checks, etc.

In this case each member will be responsible for payment directly to the venue where the event is taking place.

**SCENARIO #2 – Reservations are required at an event venue.** Examples could be the Holiday Party, Brunch at xyz location, lunch where individual checks are not provided, tours where the venue requires a single payment for a group, etc.

In this case the Event Coordinator will define the cost for the event and will provide the amount in the event notifications along with the deadline for reservations. (Webmaster will also post on the club website)

Members will make their reservations and make payment with the Event Coordinator but will also notify their Area Rep that they are attending. All checks will be made out to the Midstate Miata Club of NY and will be sent to the Event Coordinator with their reservation information by the deadline which will be no later than 12 days before the event. The Coordinator will send the checks to the Treasurer via Priority Registered Mail. They should also include a note with the name of who (venue name) to make the check out to and the total amount needed.

The Treasurer will issue a check to the Event Coordinator in the amount needed to cover the expense for the event and will mail the check the same/next day as the checks are received. Method of mail should ensure the Coordinator receives the check in time.

The Treasurer will add the account number to the checks and deposit within 2 days. Should the Treasurer be unavailable in this timeframe they should enlist the defined back up (e.g. Lee Maddy who can sign checks) They will also post the income and expenses for the event on the Budget Tracking sheet.

The Event Coordinator will send the receipt(s) back to the Treasurer after the event for tracking purposes. This is a very important step.

**SCENARIO #3 – Reservations are required at an event venue but there is no payment required.** Examples could be a picnic, free wine tasting, etc.

In this case, no action is required.