



Guidelines for Collecting and Submitting Expenditure Data for the LEOD

These guidelines will assist club members in collecting and submitting their data for the NACC Locality Expenditure Online Database (LEOD).

1. Single Location Rally/Event

If the rally/event is in *one location*, irrespective of how many days/weeks, there only needs to be one entry submitted for the rally/event.

For any expenses incurred on the way to, or home from a single location rally/event, these expenses are to be added to the expenses incurred during the actual rally.

It is designed to make sure that all expenses are recorded as they do belong to that specific rally/event.

2. Multiple Location “roving” Club Rallies

If the rally moves to several different locations such as in a “roving” rally, then a summary only of expenses incurred within a state are to be recorded. To ensure data accuracy, a separate summary entry is to be recorded for each specific venue type such as caravan park or showground etc.

For example, a roving rally commenced in Queensland and finished in New South Wales with stops at several caravan parks and showgrounds in both states.

Separate entries are to be made for:-

- Total site fees for all caravan parks in Queensland
- Total site fees for all showgrounds in Queensland
- Total site fees for all caravan parks in New South Wales
- Total site fees for all showgrounds in New South Wales

Only one entry for the total General expenses in each state is required. This entry should be included in one of the Venue entries.

As the roving rally stops at multiple locations, only the state is to be entered in the Location field, i.e. Queensland or New South Wales.

3. Dates

For a single overnight location rally, simply use the inclusive scheduled dates for the rally. If club members arrive earlier or stay longer than the scheduled rally dates, this does not alter the scheduled rally dates

For a “roving” rally, use the date of arrival in a state and date of departure from a state as the From and To dates. If the rally does not cross state borders, then only record the start and end dates of the rally.

4. Rallies or Events

It is generally understood that rally attendance is submitted as number of vans.

For any event other than a rally, the number of individual club members attending is required.

5. Venue

One of following seven venue types must be submitted:

Caravan Park, Free Stay, N/A, National Park, Other, Scout Ground, Showground.

If the event is being held at a showground which has a caravan park “within” the grounds, still submit the venue as a *Showground*. However, if the name of the caravan park within the showground is different to the showground then the venue should be submitted as a *Caravan Park*

For an Event (e.g. Social gathering) *N/A* must be submitted. If a rally venue is not in the above list of venues, *Other* must be submitted, then specify the type of venue e.g *Sports Ground*.

6. Expenses

All expenses and other details are to be collected and submitted in accordance with these guidelines.

Site – include site expenses for overnight stays at the rally location. If club members decide to come early or stay longer than the scheduled rally dates, their expenses for the extra overnight stays should be included in the total. If club members stay in cabins or motel rooms, include the cost in this category.

General – include all expenses relating to the rally including expenses travelling to and from the rally or overnight location.

Include:-

- Tours, dining out meals, groceries, fuel (see note below), clothing, morning teas, vehicle or caravan repairs.

Exclude:-

- do NOT include fuel purchased at home before leaving or after returning home from the rally.
- Do NOT include major expenses not specifically related to the actual rally such as purchase of new vehicle/caravan even if the purchase was made during a rally/event.

Note: Some rallies or events may require a single payment be made by the club for expenses such as site fees, catered meals or tours. In these situations, then it is recommended that the members do not include these expenses in their expenses. The club single payment amount is much more accurate.

7. Collection of Expenses

All expenses must be collected in accordance with these guidelines.

Club members are requested to collect and note their own rally expenses in a manner that best suits them.

Note: The form *LEOD – Individual Club Member – Single Location Rally or Event Expenses* is available and may be used.

For roving rallies, members should collect and note their own expenses in a manner that best suits them.

Note: The form *LEOD - Individual Club Member - Multiple Location “roving” Rally Expenses* is available and may be used.

8. Submission of Expenses

Club members are requested to submit their total expenses for each category to the Club LEOD coordinator in a manner and format as determined by the club.

Note: The form *LEOD - Club Summary - Rally or Event Expenses* is available and may be used.

All expenses must be submitted to Club LEOD coordinator by the end of each rally.

Any further expenses incurred following the rally should be emailed to the Club LEOD Coordinator

9. Club LEOD coordinator

The Club LEOD coordinator is responsible for collating all expenses submitted by club members for the duration of the rally

The Club LEOD coordinator is responsible for collecting club expenses which are to be included.

When the Club LEOD coordinator is satisfied that all expenses by members have been submitted the coordinator is then responsible for

- Log in to the NACC Club LEOD and personally entering all data into the Club database in accordance with the LEOD User Manual
or
- Submitting total expenses for each category and all other relevant data to the State LEOD Coordinator who is then responsible for entering the data into the database on behalf of the club. (Note: This option must have previously been agreed upon by both the Club and the State LEOD coordinator)

10. Notes

- The forms mentioned above are available for download from the NACC website at <https://www.nacc.asn.au> under the heading Online Databases-> LEOD -> LEOD Forms
- The Club LEOD coordinator, when logged in to the LEOD, has access only to records pertaining to their club. Reports can be printed showing club LEOD expenditures.
- From time to time changes will be made to these guidelines. Check the *Updated* date in footer for latest version.
- Any suggestions for improvement or questions please email secretary@nacc.asn.au