



How to collect club member expenses at a rally/event?

This is the process used by Queensland clubs over several years. Other clubs may wish to adopt the same or a similar process or develop a different process altogether.

LEOD - Club Summary - Rally or Event expenses

- This form is available for download from the NACC web site (nacc.asn.au) under the heading Online databases-> Locality Expenditure Database (LEOD) - > Forms. The form is in PDF format and can be readily printed.
- This form is the responsibility of the Club LEOD Coordinator.
- The Club LEOD Coordinator will supply the form/s and make it readily available to all members, in a hard copy format, at each event.
- The Club LEOD Coordinator will complete all details at the top of the form.
- For a roving rally (multiple locations), a new form will be used for each overnight stopover.
- All club members are responsible for the collection and totalling of their own expenses for each category in a manner that best suits them.
- At the end of the rally/event or at an overnight stopover on a roving rally, each club member is responsible for filling in their total expenses for each category on this form.
- Following the event, the Club LEOD Coordinator will add any club expenses to the appropriate categories on this form.
- When all expenses have been collected, the Club LEOD Coordinator is responsible for totalling the expenses for each category.

The Club LEOD Coordinator is then responsible for either

- Logging in to the NACC Club LEOD and personally enter all relevant data into the LEOD database

Or

- Submitting all 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)