

Information for those involved with cultural and sporting activities at Nelson College

Rational:

Nelson College has limited resources and it is important that budgets are not overspent.

Activity Fees

These are for extra-curricular activities and include such things as class trips, Matakī trips, cultural and sports trips and cultural and sports affiliation fees. The payment of these fees is compulsory if the student wishes to take part in those activities.

- (i) The primary responsibility for informing the administration of whom to bill and the enforcement of the collection of monies is the person in charge of the activity.
- (ii) When calculating activity fees the person in charge must build in an allowance to cover unexpected costs.
- (iii) For summer sports that operate over two different calendar years it is suggested there is a Term 4 activity fee and a Term 1 activity fee.

NB: Students who fail to pay their activity fees in any one year will be unable to participate in any co-curricula activity the following year until any outstanding monies are paid or the Headmaster has approved their participation.

Trust Funding Applications

All funding grant requests must be approved by the Resource Manager before they are forwarded to the Management and BOT for approval.

This is to ensure:

- Applicants understand the requirements of funding requests
- Requests do not clash
- Requests are of an appropriate standard
- Reconciliations are completed

Planning a Trip

Timeline

- | | |
|---------------|---|
| 1 month prior | Submit a budget to the Resource Manager [RM] for approval
This budget must include: <ol style="list-style-type: none">i. the budget area the trip falls under [eg cricket, FPS, etc]ii. the full trip costs with quotesiii. the number of boys travellingiv. the staff and/or parents travellingv. the name of the teacher/person in charge of the tripvi. the intended charge per student [remember GST]vii. any other relevant information |
|---------------|---|

See sample budget attached

Once approval gained	As soon as practical provide the Finance Office with a list of who is to be charged.
Before departure	<p>Students must pay their trip costs in full before they travel [or have arranged a payment option acceptable to the RM].</p> <p>The teacher/person in charge of each trip should check with the Finance Office two working days before the trip departs to ascertain the names of any boys who have not paid.</p>

NB:

- It is the responsibility of the teacher/person in charge of a trip to ensure the money is paid before the trip [or an arrangement made – see above].
- When calculating the costs of a trip all the staff and/or parent costs must be included. The staff and parents are expected to stay with the team.
- If any staff travelling intend to claim any allowances [eg away from home allowance] then this cost must be included in the trip costs.
- When calculating the costs of a trip you must build in an allowance to cover unexpected costs that may be incurred during the trip. Suggest 5% allowance.
- In the unusual event that a budget cannot be submitted one month before a trip then teacher in charge must notify the RM of the pending or possible trip at the first possible opportunity. A timeline will then be put in place for the financial planning of the trip.

Financial Planning Template. This form must be completed for every trip involving Nelson College students.

Trip Planned:

Date of trip:

Budget Area:

Teacher in Charge:

Number of boys travelling:

Number of staff/parents travelling:

[NB: All figures must be GST inclusive and rounded up]

Item	Supplier	Amount
Expenses		
Entry Fee		
Travel 1		
Travel 2		
Minibus/car rental		
Fuel		
Accommodation		
Food		
Sundry		
Total Cost		
Income		
Sponsorship		
Trusts approved		
Pupil contribution		
Donations rec.		
Total Income		
Surplus/Deficit		
If deficit where to be funded from		
Balance		

Proposed cost per student:

Signed off by Teacher in Charge:

Signed off by RM:

Sample: Financial Planning Template

Trip Planned: BB to Invercargill
 Date of trip: Sept 1 – 5, 2008
 Budget Area: BB
 Teacher in Charge: FI
 Number of boys travelling: 10
 Number of staff/parents travelling: 3

Item	Supplier	Amount
Expenses		
Entry Fee	BBNZ	400
Travel 1	Air NZ	4344
Travel 2	Air NZ	120
Minibus/car rental	Budget Rentals	1627
Fuel	For minibuses	100
Accommodation	Motel - 276 on Tay	2326
Food	Estimate at 15/day/head	1050
Sundry	10 pin, etc.	533
Total Cost		10500
Income		
Sponsorship	-	-
Trusts approved	Mainland	4000
Pupil contribution	350/head	3500
Donations rec.	Yes	2000
Total Income		9500
Surplus/Deficit		(1000)
If deficit where to be funded from	BB funds – staff travel	1000
Balance		0

Proposed cost per student: \$350

Signed off by Teacher in Charge: SE

Signed off by RM: FI