



Founded in 1930

# THE MGA REGISTER

## OF THE M.G. CAR CLUB LIMITED



### Guidelines for Organising Tours for the MGA Register

The MGA Register thank you for volunteering to organise the next event. Below you will find some useful information to help you organise a Tour.

#### Financial and Budget

- The Treasurer is happy to help with any financing or budgeting matters. This can include help with hotel contracts which have become more of an issue in recent years both with the hotels tightening their policies and as a result the MG Car Club setting down rules on what liabilities can be accepted by a Register. If in doubt consult with the Treasurer and/or Chairman.
- The Treasurer's manual issued by MGCC says under the heading Guidance for Events:- "Where an event requires hotel accommodation (which may include meals and other related costs) then the CRB should arrange for participants to book and pay for this directly with the hotel. Substantial sums can be involved and the Club must not accept liability for any failings by the hotel".
- Our target is to make a modest profit on each tour - £5 per car as a target has worked well and has been achieved on nearly all tours over the last 5 years.
- The Treasurer will provide a draft Budget for the Organiser to amend and complete in advance of the tour having decided what options they wish to include. A copy of the Budget should be forwarded to the Treasurer.

#### Income

- The main source of Income is normally entrance fees, which have in recent years been in the range £ 25 to £ 30 per car with a small surcharge for non-members.
- Larger events such as Lands End to John O'Groats or Dundrod have attracted sponsorship, programme advertising and grants but this is unlikely to be open to us for a regular weekend event.
- Entry Fee cheques should be made payable to "MG Car Club MGA Register".
- The Treasurer will provide a batch of paying in slips pre-printed with our bank details and the Organiser can then pay cheques in at their local Nat West bank branch or Post Office and advise the Treasurer by email what has been paid in. e.g. " 8 x Abingdon Tour Fees x £ 25 = £ 200" would suffice.

#### Expenditure

- The Budget headings can be amended depending on what the Organiser wants to arrange but the ones we regularly see are Exemption Certificate, copying road books, rally plates, fuel for route planning. Fuel can be reimbursed by either submitting petrol receipts or claiming at a rate of 20p per mile.
- Invoices are vital for VAT recovery and should be in the name of MG Car Club MGA Register if possible.
- Organisers can forward unpaid invoices to the Treasurer for payment or may find it more practical to pay for the item of expenditure themselves and make a claim to the Treasurer.

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### VAT

- VAT at 20% is paid over by the Treasurer to HMRC on the net of VAT entry fees. However, if we have expenditure and can obtain a VAT invoice, we reclaim the VAT element, again at 20%. The impact of VAT needs to be reflected in the Budget.

### Example of Tour Budget

	<u>Spring Tour Location</u>		<u>Dates</u>		
	<u>Income</u>	<u>£</u>	<u>Gross</u>	<u>Vat</u>	<u>Net</u>
50	Entrance fees	25	1,250.00	208.33	1,041.67
2	Entrance Fees	30	60.00	10.00	50.00
			<u>1,310.00</u>	<u>218.33</u>	<u>1,091.67</u>
	<u>Expenses</u>				
	Exemption Certificate		27.00		27.00
	Road Books		200.00		200.00
	Folders		55.00	9.17	45.83
	Rally Plates		250.00	41.67	208.33
	Fuel		100.00		100.00
	Entertainment		200.00		200.00
			<u>832.00</u>	<u>50.84</u>	<u>781.16</u>
	Cash Flow		478.00		
	Profit for event				310.51
	Profit per car				5.97

### Selecting a suitable hotel and Tour venues

Things to take into consideration when choosing a hotel and venues to visit.

1. Large secure car park.
2. Disabled access.
3. Dining room large enough for the Gala dinner.
4. PA system for Gala Dinner is helpful.
5. The checking in and payment procedure.
6. A suitable area for signing on and issue of road books.
7. Viable venues to visit with possible group rate. Also plenty of parking.
8. The Contract with the hotel will need to be signed by the Chairman or Treasurer. Any help with the Contract can be sought from the Treasurer.

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### Advertising

An advert and application form will need to be designed. When this is done liaise with the Webmaster and Scribe about advertising the event on the website and in Safety Fast.

### GDPR

Acknowledge receipt of entry forms and cheques. When responding to attendees organisers must comply with the General Data Protection Regulation (GDPR). All email addresses must be added to the BCC box (known as Blind Carbon Copy) so no recipient can see the email addresses of the other recipients.

Any software files you create for the tour, which hold personal information, must be password protected. You cannot rely on the normal desktop password you use to access your PC or device. When the event is finished, delete the files, but by all means keep the contact details in an email program 'contact list'.

### Routes

When routes have been decided, liaison with the local Centre is advised, partly out of politeness, but also to avoid any conflicts and confusion with venues that may mix up the groups if there are multiple 'MG' visitors. It is also advisable to get the routes/tulips checked by someone else before the route books are produced.

Tulips are available on a PowerPoint file and may be used when creating the route book.

### Exemption Certificate

An Exemption Certificate will be required. This can be obtained from Motorsport UK (formerly MSA) at least 4 weeks prior to the event. The Route Liaison Officer should be contacted via the website [www.motorsportuk.org](http://www.motorsportuk.org). Go to Menu, Clubs and Organisers, FAQ, Certificate of Exemption, Route Liaison officers.

### General

Other items to consider are:

1. Rally Plates
2. Route book production
3. Signing on sheet/Drivers Declaration
4. Menu from hotel/ dietary requirements
5. 2 News Bulletins to participants.

Further information can be found on the MGCC website in the members area; also, past organisers are a useful source of information.

Enjoy the challenge!