CCA Budget Control Policy for Club Sponsored Events – Excluding Bermuda Race

Objective: All events to be break-even – participants’ fees shall fully cover all expenses, with the exception of expenses directly related to meetings of CCA Boards and Committees (paid from general fund)

Event Budgets:

1. Upon approval of event by CCA Board – Event Chair and Event Treasurer to be appointed
2. 90 days prior to event:
3. Event Chair and Event Treasurer shall submit initial budget to CCA Treasurer showing:
4. Estimated number of participants
5. Estimated expenses for social events and CCA business activities
6. Estimated income from participants and from CCA general fund (for CCA business activities)
7. Request for necessary advances from Club’s general funds and plan for reimbursement of funds advanced for expenses of social events
8. Arrangements for on-line payments through Club’s portal
9. Refund policy for participants, if any
10. 30 days prior to event:

Event Chair and Event Treasurer shall submit final budget to Club Treasurer with income and expenses by category

1. 30 days after event:
2. Event Chair and Event Treasurer shall submit final accounting to CCA Treasurer
3. Any advances made by CCA Treasurer to be refunded