

ATTACHMENT 1

1 APRIL 2012 TO 31 MARCH 2013 RECEIPTS AND PAYMENTS

RECEIPTS

Membership fees 2012/2013	6685
Membership fees 2013/2014 in advance	885
Timing Chips 291 x \$6	4
Interest Savings Account	361
Christmas Party	
Timing system hire Running Festival	

PAYMENTS

Timing clock and battery	1439
Laptop battery	85
Timing chips	1861
Post Office box	98
Athletics NSW	709
Medical supplies	26
Stationery and printing	316
Bank fees, cheque book	10
NSW Fair Trading	72
Marking paint	86
Runners World subscription	170
2012 AGM refreshments	155
Sponsorship Tristan Harrison	260
Medals and engraving	240
Flowers	60
Wednesday winner vouchers	320
Elephant Park tree topping	106
Xmas Party - food	964
venue hire	170
members prize draw	225
Santa	50
drink	976
utensils	120
voucher M Sharp	50
Running Festival BBQ	2555
Shield - Running Festival High Schools	51
Surplus Receipts over Payments	145
	<u>2305</u>
	<u>\$11,069</u>

\$11,069

Opening Balance - Savings Account	1329
Opening Balance - Term Deposit	5840
Surplus Receipts over Payments	2305
	<u>\$9,474</u>

Closing Balance - Savings Account	3263
Closing Balance - Term Deposit	6201
Closing Balance - Cash on hand	10
	<u>\$9,474</u>

1 APRIL 2012 TO 31 MARCH 2013 INCOME AND EXPENDITURE

INCOME

Membership fees 2012/2013
 Timing Chips 291 x \$6
 Interest Savings Account
 Interest Term Deposit
 Christmas Party
 Timing system hire Running Festival

6685
 1746
 4
 361
 988
 400

EXPENDITURE

Timing clock and battery
 Laptop battery
 Timing chips
 Post Office box
 Athletics NSW
 Medical supplies
 Stationery and printing
 Bank fees, cheque book
 NSW Fair Trading
 Marking paint
 Runners World subscription
 2012 AGM refreshments
 Sponsorship Tristan Harrison
 Medals and engraving
 Flowers
 Wednesday winner vouchers
 Elephant Park tree lopping
 Xmas Party - food
 venue hire
 members prize draw
 Santa
 drink
 utensils
 voucher M Sharp
 Running Festival BBQ
 Shield - Running Festival High Schools
 Surplus Income over Expenditure

1439
 85
 1861
 98
 709
 26
 316
 10
 72
 86
 170
 155
 260
 240
 60
 320
 106
 964
 170
 225
 50
 976
 120
 50
 2555
 51
 145
 1420
\$10,184

\$10,184

Opening Balance - Savings Account
 Opening Balance - Term Deposit
 Surplus Receipts over Payments

1329
 5840
 1420

7169
 1420
\$8,589

Closing Balance - Savings Account
 Closing Balance - Term Deposit
 Closing Balance - Cash on hand
 LESS - Membership paid in advance

3263
 6201
 10
 9474
 -885

\$8,589

1 APRIL 2012 TO 31 MARCH 2013 RECEIPTS AND PAYMENTS AND BUDGET TO 31 MARCH 2016

RECEIPTS

Membership fees 2012/2013	6685
Membership fees 2013/2014 in advance	885
Timing Chips 291 x \$6	4
Interest Savings Account	361
Interest Term Deposit	
Christmas Party	
Timing system hire Running Festival	
Donation Running Festival	
Grant Orange City Council	
Uniform	

PAYMENTS

	13/14	14/15	15/16
Timing clock and battery	1439		
Laptop battery	85		90
Timing chips	1861	200	200
2 Post Office box	98	50	51
320 Athletics NSW	709	680	700
500 Medical supplies	26	50	50
400 Stationery and printing	316	330	340
Bank fees, cheque book	10	10	10
NSW Fair Trading	72	73	74
Marking paint	86	50	50
Runners World subscription	170	170	
2012 AGM refreshments	155	100	100
Sponsorship Tristan Harrison	260	280	300
Medals and engraving	240		
Flowers	60		
Wednesday winner vouchers	320	520	520
Elephant Park tree lopping	106		
Xmas Party - food		900	1100
venue hire	964	80	210
members prize draw	170	200	220
Santa	225	200	200
drink	50	60	60
utensils	976	400	500
voucher M Sharp	120	120	160
	50	70	80
Running Festival BBQ	2555		
Shield - Running Festival High Schools	51		
Erect shed Elephant Park	145		
Shed maintenance/electricity/lighting		27000	800
Uniform		300	700
Service timing system		500	400
Surplus Receipts over Payments	2305	-4,261	2,387
	\$11,069	\$27,752	\$10,282
			\$9,022

\$11,069 \$27,752 \$10,282 \$9,022

Opening Balance - Savings Account	1329
Opening Balance - Term Deposit	5840
Surplus Receipts over Payments	2305
	\$9,474
Closing Balance - Savings Account	3263
Closing Balance - Term Deposit	6201
Closing Balance - Cash on hand	10
	\$9,474

	7169	9,474	5,213	7,600
	2305	-4,261	2387	2305
	\$9,474	\$5,213	\$7,600	\$9,905
	9464	\$5,213	\$7,600	\$9,905
	10	0	0	0
	\$9,474	\$5,213	\$7,600	\$9,905



ORANGE COLOUR CITY

Running Festival

21st March, 2013

The Secretary
Orange Runners Club
P O Box 198
ORANGE NSW 2800

Dear Mike,

Please find attached copy of our current financials. We have included 2 files, one with just the Profit and Loss for 2013 and the 2014 budget and the other file included all the details on the various worksheets. This includes the Profit and Loss (2013 actuals & 2014 budget), Cashbook showing every transaction, Bank Reconciliation, payments for events other than Register Now and Petty Cash. We still have some payments to be made but we have estimates in for them in the P&L's.

The projected Budget for the 2013-2014 period has been completed with realistic views and although we had a growth of 116% from the 2012 festival to the 2013 festival, which was surreal - something that took a lot of time and effort by our committee to achieve, the 2014 festival may only stabilize or have little growth.

As you can see we have made provision to support the development of the shed at Elephant Park. We are excited and happy to support such a development that will enhance the entire club and its members.

In financially supporting the shed we look for a:

- A commitment from the ORC that the shed will hold all our equipment and provisions made to do so (list can be given as to our knowledge of items). If it doesn't hold all equipment than the overflow of equipment will have to be housed elsewhere hence additional costs, which in term would limit any provisions for the "Elephant Park" shed.
- That \$5,000 will be transferred to the ORC for the shed once the grant money from Council has been received - this will ensure that there is a starting kitty of \$15,000 (\$5,000 Council, \$5,000 ORC and \$5,000 OCCRF) - this should get the project well underway
- Up to a further \$10,000 be made available for the shed in the budget on an "as needs basis" after the initial \$15,000 has been spent (i.e. only transferred upon specific request to pay for shed items and approved and minuted at the ORC monthly meeting). I am sure we will all be looking for the best possible outcome of the pricing for the project.

We also believe that the addition of an independent person controlling the shed payments is not needed - you have a project manager ie: Graham Fahy who signs off on work completed (as most projects have a works manager or supervisor to do this) and then the invoices are given to the Treasurer for presentation and recommendation (or not) for payment at your monthly meetings, normal protocol for payment of invoices particularly in a club situation.

We have forwarded this information prior to the get together Tuesday night so that you can peruse the documents. We also look forward to any further updates particularly from Orange City Council regarding the development.

Yours faithfully

Judy Tarleton
Secretary

Statement of Receipts & Expenditure

**Actuals
2013**

**Actual
2012**

Receipts	Gross		Actuals 2013 \$\$\$\$\$			Actual 2012 \$\$\$\$\$
	\$ Fee	Entrants				
Full	75	64.00	4,905.00	Full		
	90	28.00	2,520.00			
Half	50	172.00	8,650.00	Half	130	6,500.00
	65	73.00	4,745.00		43	2,795.00
10k	20	171.00	3,420.00	10k	133	2,680.00
	30	148.00	4,440.00		80	2,800.00
5k	10	177.00	1,780.00	5k	403	2,015.00
	15	249.00	3,735.00			
Schools	5	331.00	1,675.00	Schools		
2k	5	142.00	710.00	2k		
Business	10	131.00	1,310.00	Business		
Total Entry Fees		1686	37,890.00		789	16,770.00
Numbers/ cash difference			35.00			-72.80
Admin charge			110.00			
Canteen Donation To Invoice			150.00	Not received		
Ice Cream Van/Coffee Machine			50.00			
T Shirts sa 160 25 Sell all			3,994.40			480.00
Interest			11.03			
Donations with entries			885.00			963.00
Hall rental Boultons/masseurs						
Festival D: Incl drinks			2,002.00			
Saturday BBQ			-75.00	Not paid		
Donations from Schools						
Donations of cash from sponsors			22,225.00			10,100.00
Total Receipts			67,277.43			28,240.20
Expenditure						
Prizes						
Full 500/300/200 1/2 400/200/100						
10 250/125/75 5 125/75/50			4,800.00			2,100.00
Winning School Prizes			1,000.00			1,000.00
Business Prize			155.30			
Liz Gregory prizes			550.00			
Medals	2 48	2000	4,968.50			695.60
						97.90
T Shirts	18.6725	400	7,469.00			3,951.05
Extra	18.81	100	1,881.00			
Running Costs						
Advertising						
Celebrity costs			1,069.05			330.00
TV add cost			440.00			
Entry form in paper			198.00			
Thank you add CWD & Photo news (198)			260.00	Not yet		324.57
Donations						
Spring Hill & Spring Terrace Schools			800.00			
Hospital Auxiliary Donation Use of Hall			300.00			700.00
Medical St Johns			350.00			200.00
Marshals SES/RFS/MWTM			250.00			250.00
Gift			29.00			
Running Costs						
Bibs & chips			2,235.20			
Steve Martin's chips			173.25			
Toilets Coats Hire 10.00		70	840.05			704.00
Vests For ODEEP/othrs			170.48			
Caps & Shirts for committee			297.00			
Commission Register Now			1,698.22			763.00
Sunscreen/Safety pins			169.17			153.35
Band aids, tissues & petroleum jelly			58.70			
Water Containers & cups			404.42			
Paint for signs			100.00	Not yet		
Sundry Contingency			600.00			
Sound System						
Announcer						
Fruit Donated			125.00			
Gels/pils/drinks Donated						
Admin/General Costs						
Admin out of pocket expenses						
Stamps/stationery/printer cartridge/camera			304.60			
PO Box			106.15			
General: Cheque books, signs, pizza			251.14			40.00
To Runners Club for use of timing system			400.00			
Website			25.00			80.00
Council road closures Donated MTM			0.00			
MYOB						221.30
Certification			1,320.00			
Insurance			1,200.00			
Thank you BBO			348.20			
Festival Dinner			2,273.50			
Petty Cash on hand			69.35			
Total expenditure			37,687.28			11,610.77
SURPLUS						16,629.43
From 2012			13,779.34			6,649.91
To Charity 10,000- schools 800 (above)			-10,000.00			-9,500.00
Balance after donation to Charity			33,369.49			13,779.34

ATTACHMENT 3

"Together we achieve individual goals"

Our Safety Guidelines

(Version 5 – April 2012)

The Orange Runners Club recommends that caution be taken by members when participating in Club events and activities.

In particular, please be aware of the following:-

- Should you have an injury or medical condition, seek advice from an appropriate medical practitioner before you run.
- Allocate some time to 'warm up' before and 'cool down' after a Club run / walk.
- Listen carefully to any short safety awareness briefings held before the commencement of runs / walks. Briefings will be held where the Club's risk assessment has identified the need.
- Complete the 'sign – on' sheet before an event commences and 'sign off' once finished so that all participants can be accounted for.
- Ensure adequate quantities of water are consumed prior to, and after, a run / walk.
- Wear clothing that is appropriate for the weather conditions.
- Run / walk on the right hand side of a roads used by vehicles and on the left hand side of paths used by cyclists and / or pedestrians.
- If wearing headphones please keep to the side of the road / path / track and listen at a volume level that allows you to respond to the sound of approaching runners, vehicles or other hazards.
- Runners and walkers in groups are asked to always leave room for faster runners to pass in either direction without them having to leave the track / path and risk injury on uneven ground.
- If you bring a pet, please ensure it is kept on a lead and close by your side.
- Participants riding cycles, using scooters or pushing strollers are asked to start events at the rear of the group, keep to one side of the road / path / track and maintain their current course if approached by a runner or walker.
- Give way to members of the public.
- If you hear or see a runner or walker approaching behind you, maintain your current course without stopping or stepping to one side. The person that is overtaking will then be able to pass you without a collision. Parents are encouraged to explain and make this known to their children.
- Be aware of and warn others of dangerous wildlife, such as snakes.
- When you finish a run / walk move well away from the finish line to avoid possible collisions with others finishing at speed.
- Club members are asked to look out for and alert others where safety could be improved by observing these Guidelines.
- A first aid kit is available at all events for use if required.
- Should you observe any incidents for which preventative measures could be taken please



Wrap Up Report for 2013 ORC AGM

With a new concept of a base committee of four and an extended organising committee -a new level of approach was adapted for our 2013 festival. A great deal of research was undertaken, we accessed the feedback of the previous six years, looked at other events around us, our state and even interstate and surveyed a group of runners who regularly attended other events. Anthony and I were invited to the Australia Race Directors Conference Melbourne in October 2012 where we gained additional knowledge and made many contacts which proved very valuable to our festival. An added bonus to our crew was the involvement of Lisa Corrigan our Ambassador who visited Orange on several occasions prior to the weekend, visiting four schools on the Friday and attended Little A's activities throughout the season.

The decision was made early after looking extensively at the running calendar (especially noting that we would be the first marathon on the list) and events in Orange to move the weekend to the last one in February. This proved to be the right decision with Little A's State Multi the week after and the Relay for Life and The Brass Band Event after that, although a week out the temperature was a little hot and we had to source more water bottles to make sure all runners were hydrated.

My committee's effort to grow the festival offerings were greatly received. Our website has been benched marked by other running events both locally and overseas, our Facebook page has been a success with lots of interaction. Our dream that become reality to include a Marathon and a junior race were embraced by all and the certification of all distances has certainly put us on the map as a desirable event for elite runners and our local achievers. The team from Orange Motor Group are boasting about their win in the Business Challenge, while the School Challenge was hotly contested both in the Primary and Secondary divisions. In all we had 9

internationals compete (including the Running man from South Africa who has completed 115 marathons and ultra marathons), a heap of interstate runners and lots and lots of New South Welshman crossing the line. With a growth of 116% on the 2012 numbers, just over 1700 hundred registered to run, with a few drops of rain during the weekend and a few casualties on the track 1452 ~~x 1482~~ crossed the line to finish their run – so well done to all.

The success of our Festival is nothing short of amazing and it can be contributed to the hard working committee and the many, many volunteers in particularly the members of Orange Runners Club that assisted throughout the nine months of development including some specialized marketing. We have had wonderful support from the Orange Community especially the contributions made by the business, government bodies and special mention to Southern Cross Austerio, Win, Prime, MTM and our platinum sponsors.

It was a pleasure and very proud moment for us all when we handed over a \$10000 cheque to ODEEP, our 2013 Charity, that will be put to several targeted programs, and over another \$2000 to Spring Hill Public School, Spring Hill Uniting Church, Spring Terrance Public School, Rural Fire Service, St John's Ambulance and the Orange Hospital Auxiliary. We have also made provisions for financial support of our Shed at Elephant Park of up to \$15000.

We have looked to the future and completed an extensive evaluation of our Festival with all persons involved and we will look to improve on our highly successful 2013 event for the 2014 Festival.

All of our wonderful volunteers have made some great friends and connections for the upcoming years and we will certainly catch up with the friends made at other events.

On a personal note I would like to thank Judy and Brian for their hard work and willingness to take the journey with us and to Anthony my left and right hand who seemed quite happy to be as obsessive as I with the Festival and the diligence in which he undertook his role. A special thanks to the Daintith and Roweth families who actually had to put up with Anthony and my continuous talk of the Festival – hence the banning of any Festival talk when we all go to Canberra and Huskisson in a week or so.

We all look forward to the 2014 Festival and we hope you do too.

Report by Coordinator Kim Roweth

4/4/2013