

SCHOOL SPORT AUSTRALIA

EVENT LEVIES POLICY

Any host state wishing to charge a levy must seek approval from the School Sport Australia Executive Committee using the “Levy Approval Application” Form.

The following criteria must be used when host states/territories are preparing their event budgets and determining student levies:

1. Organisational Costs

Costs which CAN be included in the event levy	Costs which CANNOT be included in the event levy
Venue Hire	Participating teams transport – responsibility of each team
Provision of sports trainers and/or first aid	Event Conveners (Payment , meals, accommodation and travel)
Purchase of event equipment	Ground Manager
Trophies/Awards (other than School Sport Australia medallions) and associated engraving	Uniforms for student volunteers if used
Provision of referees / umpires /	Team Officials' Handbooks
Provision of lunches for key event officials (where appropriate)	Printing, photocopying and stationery costs during the event
Key event officials specified in the Sport's Rules and Guidelines (if payment is necessary) eg. Referees' / Umpires' Co-ordinator Tournament Referee/Director Chief Referee Race Director / Race Referee Bike Mechanic Draft Busters	
Key event officials' uniforms (School Sport Australia polo shirts recommended)	
Program Printing	
Purchase of services (eg Road closures, portable toilets, tents, meeting room hire etc)	

2. Exchange/Championship Dinners and Functions

Participating team management and players may be asked to pay for attending official dinners and presentations. Such costs should however:

- i) be identified as such and not be included as part of any event levy.
- ii) be kept to a minimum, especially when a levy has also been imposed.
- iii) costs for team officials dinners must not include the provision of alcohol

Host states may invite other guests and event officials to these dinners at their own cost.

3. Optional Charges

Host states may wish to provide other services to competing players and team management for which there are costs involved. (eg. souvenir clothing, team photos etc)

Purchase of any such services/items must be optional and MUST NOT be included as part of the event levy.

Availability of such items should be advised to competing states well in advance.

4. Procedure for Approval and Acquittal of Event Levies

- i) An Event Budget must be submitted to the Executive Committee by the host state for all School Sport Australia events as per the procedures and timelines contained in the School Sport Australia Event Levies Policy. Only the official Levy Approval Application Form must be used.
- ii) Any levy request contained in the Event Budget will be considered by the Executive Committee and the host state advised of the amount of the approved levy, excursion charge and, where appropriate, any presentation dinner charge.
- iii) Upon completion of the event, the host state must present an acquitted Event Budget to the Executive Committee for acceptance. **The acquitted budget must be presented no longer than 8 weeks after the completion of the event.**
- iv) Upon acceptance of the acquitted budget, a copy shall be forwarded to the respective Primary or Secondary Management Committee for their information.

Requests for levy approvals must be submitted to the School Sport Australia Office on the “Event Budget & Levy Approval Application” Form no later than 90 days prior to the commencement of the event.

5. PROFIT / LOSS ON EVENT BUDGETS

At the conclusion of any School Sport Australia event, any remaining amount under \$500 shall remain with the host state and any amount over \$500 shall be placed in a School Sport Australia “Event Hosting Fund” and used to reimburse states who incur losses greater than \$500, subject to funds being available. These amounts apply only to the base levy items of a budget.

School Sport Australia shall reconcile all event budget acquittals at the end of the year after all hosting commitments have been realised, rather than after each separate event.

MEMO TO:	SCHOOL SPORT AUSTRALIA		Date Submitted	
COPY TO:	NATIONAL SECRETARY			
	YES	NO		

**SCHOOL SPORT AUSTRALIA
EVENT BUDGET & LEVY APPROVAL APPLICATION**

Event:			
Dates:		Year:	
Host State/Territory:			
Competing States/Territories:			
Venue:			

Notes:

Requests for levy approvals must be submitted to the School Sport Australia Office on the "Event Budget & Levy Approval Application" Form no later than 90 days prior to the commencement of the event.

A) INCOME:

Item				Total Proposed Income	Total Actual Income
				(GST Inclusive)	(GST Inclusive)
Team Levy (By state)	State	No. of Teams	Base Levy		
	ACT				
	NSW				
	NT				
	QLD				
	SA				
	TAS				
	VIC				
WA					
Team Member Levy (Swimming / Diving / Athletics / Cross Country / Triathlon / Surfing / Orienteering only)		Number of Students	x \$		
Sponsorship					
Other Income <i>(Please do not include Excursion income)</i>					
TOTAL INCOME					

BUDGET & ACQUITTAL FORM

B) EXPENDITURE

1. BASE LEVY (Student Levy Items)

Item			Total Proposed Expenditure (GST Inclusive)	Total Actual Expenditure (GST Inclusive)
i) Venue / Hire Costs	Cost per Hour Cost per Day (No. of Days)	\$ \$		
ii) First Aid/Sports Trainers No. of Days:	Cost per Day: (\$)	Cost of supplies: \$		
iii) Event Equipment <i>(Please specify)</i>				
iv) Trophies/Awards <i>(Please itemise)</i> Engraving: Cost per medal: \$ Australian Team: Cost per memento: \$				
v) Referees/Umpires/Officials <i>(Please itemise)</i>	No. required:	Cost per Official: \$		
vi) Program Printing	No. required:	Cost per Unit: \$		
vii) National Secretary Surcharge	No. of Students	X \$11		
viii) Other Expenditure <i>(Please specify)</i>				
TOTAL				

ACQUITTAL CALCULATIONS:			TOTAL INCOME	
			TOTAL EXPENDITURE	
			BALANCE – Credit / (Debit)	

2. EDUCATIONAL EXCURSION

Excursion Venue				
Transport:	Cost per person:	\$		
Venue Entry	Cost per person:	\$		
Student Lunches	Cost per person:	\$		
Total				

3. PRESENTATION DINNER [Where applicable]

Student Presentation Dinner	Cost per Person:	\$		
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4. INTERNATIONAL TOUR LEVY [Where applicable]

[To be collected by host states where applicable - The School Sport Australia office shall invoice host states for this amount at the conclusion of the event for reimbursement to the respective tour account]

Number of Students		X \$11	\$	Levy is GST Inclusive
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C) EXPENDITURE – NON-LEVY ITEMS (Additional costs to be paid by Host State where applicable – ie. Host State Contribution)

Item	Proposed Expenditure (GST Inclusive)	Actual Expenditure (GST Inclusive)
Officials' Dinner <i>(Please specify)</i>		
Other Functions/Catering <i>(Please specify)</i>		
Other Officials <i>(Please specify)</i>		
Administration Costs <i>(Please specify)</i>		
Other <i>(Please specify)</i>		
TOTAL		

LEVIES REQUESTED			
Base Levy	Per Team	\$	Per Team Member: \$ (Swimming / Diving / Athletics / Cross Country . Orienteering / Triathlon / Surfing)
Excursion Levy	Per Person	\$	
Student Presentation Dinner <i>(Where applicable)</i>	Per Person	\$	
International Tour Levy <i>(Where applicable)</i>	Per person	\$11	

Approved / Not Approved: Executive Committee Meeting	/	/
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