

United Methodist Rio Texas Conference (RTC)
Fee Based Event Policy

Fee based events are ministry events offered by the Conference and funded by various sources including, but not limited to, registration fees. Each of these events should be supported by thorough budget preparation and event management cost controls. The goal of this policy is to assure that each event has been prepared for Sources and Uses of funds to minimize risk of financial liability to the ministry and to assure a successful ministry experience for registrants.

The policy has several parts:

- Budget Preparation
- Contract Review
- Risk Flow Timeline
- Staffing Procedures
- Cancellation Policy
- Refund Policy
- Others as needed

Budget

Sources of Funds

- Fee Setting Policy based on per person fees
 - Collected by group, most often
 - Early Bird Discounts may be offered
- Scholarship Support
- Conference Budget Support
- Merchandise Sales
- Administrative Support added percentage

Uses of Funds

- Provision for Risk Reserve
- Provision for Camper Day Insurance
- Speaker Contracts
- Performer Contracts
- Paid Staff
- Volunteer Staff Comps
- Program Fee
- Lodging and Food
- Venue Contracts
- Production Company Contracts
- Technical Audio/Video Support
- Materials, including items for sale
- Miscellaneous
- Administrative support costs

The budget should be prepared and approved by the sponsoring RTC agency. Then the sponsoring RTC agency submits the budget to be certified by Treasury Services before

the event is promoted, the speakers are contracted, and the registration begins. The time line for budget preparation could be 11 months prior to the beginning of the event through the event end. The Risk Flow Chart should identify the amount of risk associated with cancellation, poor registration, or other factors which risk the financial viability of the event. For example, the risk should be measured monthly from the 1st to the 11th month to assess the need for refund, cancellation, and risk reserve in the budget process.

Refund Policy

This policy governs the refund of registration fees for participants who cancel or do not attend. Currently this policy is administered as No Refund once the registration has been submitted. There is a deadline given for registration to be submitted but effectively the policy has been once registration is submitted and fees paid, there is no refund. "No Refunds" should be included on the registration brochure. Registrations can be added when space allows but the registration cost to the group submitting the registrations is fixed when submitted.

Cancellation Policy

This policy governs the refund of registration fees for participants when the event is cancelled by the ministry offering the event. This means the event is cancelled by the choice of the provider. There are several options currently discussed:

- a. No refunds, participant bears all the risk
- b. Partial refund, participant shares in the risk
- c. Full refund, the event has sufficient cash reserve to refund all fees.
 - a. Reserve can be managed by purchasing Event Insurance
 - b. Reserve can be managed by holding a cash reserve.
- d. Allow registration fees to apply to future event; however, this is the same as a full refund.

Accompany this policy with sample Budget Worksheet and Risk Management Profile.

Paid Staffing Procedures

Persons staffing the events should not be the same persons setting the budget. Honoraria are considered compensation when paid because they are taxable transactions for services rendered.

Contract Review

Contracts with vendors, performers, and speakers should have uniform conditions approved. The contracts should be included with the budget for approval by the RTC agency and then submitted to Treasury Services.