

## **Completing the Trip Treasurer hand completion Form 2018**

An Excel version of the Trip Treasurer pack is now available which will enormously simplify the Trip Treasurer task if you can use Excel on the trip

The hand completion workbook consists of:

Form 1: The main form for calculation of the charge for each member of the trip and subsidiary forms to help produce totals for the main form:

Form 3: Drivers re-imburement table

Form 4: Petrol costs

Form 5: Record keeping of mileage travelled and expenses paid including public transport

Form 6: Overall summary

**For manual completion:**

### **Band Charges**

<b>Band</b>	<b>Trip Charge</b> <b>(£ per night)</b>
<b>1</b>	<b>9.0</b>
<b>2</b>	<b>14.0</b>
<b>3</b>	<b>18.0</b>
<b>4</b>	<b>22.0</b>
<b>5</b>	<b>26.0</b>

### In advance of the trip

Form 1: complete names, bands, early booking discount, number of nights, multiplier, trip charge, initial payment made and difference

Form 3: record the name of each car owner

Form 5: head a column for each member of the trip and, at the end of the form, for each car to be used. If you can, delete any columns not needed

### On the journey

Ascertain current cost of petrol per litre and highlight this on Form 4. You can then complete Form 1 Column K

### First day

Introduce Form 5, which will be completed throughout the trip, to the group and record:

the mileage of each member of the trip and each car (car and driver's mileage starts once an additional passenger joins the car) and any allowed public transport expenses (not expense getting to a lift unless agreed in advance with trip organiser)

food expenses

any other expenses – e.g. tolls, extra insurance

public transport expenses

### Subsequent days

record daily mileage of each car and its passengers and any more public transport, food and any other expenses

### Last Evening

In Form 5

Record return mileage for each member and each car. Add total trip miles for each trip member and transfer to Form 1 Column J

Add each car's total miles and transfer to Form 3. In Form 3 multiply by 3 and by the drivers' payment figure from Form 4. The total is then transferred to Form 1 Column Q

Total each member's public transport expense and enter in Form 1 Column M. Calculate the subsidy/charge per band as follows and enter in Form 1 Column N

Band 1 multiply by 0.45 and enter as a NEGATIVE figure (refund)

Band 2 multiply by 0.22 and enter as a NEGATIVE figure (refund)

Band 3 nothing

Band 4 multiply by 0.45 and enter as a POSITIVE figure (charge)

Band 5 multiply by 0.7 and enter as a POSITIVE figure (charge)

Add each member's food expenses and transfer to Form 1 Column P

Add each member's other expenses and transfer to Form 1 Column R

You are now ready to complete the remaining columns, L, O, S and T of Form 1 to arrive at the total for each member of the trip.

Now total Column T. If the total of Column T is positive the trip will return funds to the Red Rope Trips Treasurer. If negative, the RR Trips Treasurer will need to make reimbursement to one or more of the trip participants. The most complicated part of the process is to balance those who are owed with those who owe!

The overall summary, Form 5, can be completed after the trip when you know the cost of booking the hut

Return the forms to the Red Rope Trips Treasurer

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