



## Deducting Levies at source

Website Updates (as from 01/01/2021 open event levy increased to £5 from £4)

### Background:

As reported in the 2018 Annual Report 'The payment to organisers of the event fee, less the open levy amount is being developed. This would negate the need for organisers to pay the event levy to the district treasurer and for them to then forward to the national treasurer, thereby cutting down administration.'

CTT is introducing this procedure for events after 31/3/2019, the deduction of event levies directly from organisers event payments. This is only for on line events and events purely accepting cheque will operate as they do currently.

### Example:

The example below may clarify how the system will work:

Event has 98 on line riders at £10 each   £980

There are 2 cheque entries at £10 each   £ 20

Total Amount received from riders    £1,000

When the start list is **published (accepted by a CTT official)** to the CTT website an amount of £580 (£980 less £400 [levies at £4 each]) will be paid to the nominated bank account. This means payments will not be made when the start list is built, but when it is published on line. For National events the levies are a £15 for Championships and £10 for the Classic Series and nil for the Youth Championships (also for other events restricted to Juveniles). The district treasurer will not receive the levies for the event but will be able to monitor this via their dashboard. (see screenshot 2).

There will be screen information available to organisers and districts on their dashboards which will show events and a breakdown of amounts reimbursed (see screenshot 1 – organisers, and screenshot 2 – districts).

## 2. Changes to the organiser panel (Website changes)

### 2.a Changes to the time finances are calculated

Until now, the website calculated the event revenue and levies owed to the CTT at the time the start sheet was built.

To facilitate the new way of paying organisers, the financial calculation has been moved to a later point in the event lifecycle. Finances due are now calculated at the point the start sheet is published. This is a requirement to ensure any manual entries are included in the levies to deduct from the net payment.

To ensure payment is made at the earliest possible time, it is important to publish your start sheet in good time.

### 2.b Deposits Dashboard

**Organisers** and **District officials** now benefit from a new "Deposits" overview. This provides a breakdown of financial information to make it easier and clearer about what fees are being paid directly to event organisers.

**Organisers** will only be able to view information for any events they are managing. **Districts officials** will be able to view information for any organisers in their district.

In both cases, the deposits breakdown is accessible from the left menu and provides a breakdown of event revenue, levies and the net payment expected from the CTT. This will also show the status of any payments.

In most cases, the net payment will be a positive amount. In this case, organisers need not to take any action. The net amount will be paid directly to the bank account specified on the organiser account. In cases where there are more postal entries than online entries, or an adjustment has been made due to refunding riders, there may be a negative net amount. In this case, **organisers** would need to arrange payment to the CTT (this will be communicated as and when these circumstances arise).

ORGANISERpanel

Deposits

Find Deposits

Event Name

Filter

Processed Deposits

Payments made to you are shown below (data is available for April 2019 onwards)

Race	Event Date	Organiser	Levy fee	Race price	Online entries	Offline entries	Online revenue	Total Levy	Due	Processed On	Processed By
Croft 10 Mile TT Series (Come And Try It Events...	18 Feb 19	G Russell	£4.00	£6.00	7	0	£42.00	£28.00	£14.00	25 Feb 19 - 13:52	Mark Sanders

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Cycling Time Trials Admin - powered by eventrac

Version 1.0.57 - 27/01/2017

Screenshot 1

DISTRICTpanel

Deposits

Find Deposits

Event Name

Organiser Name

Filter

Processed Deposits

Deposits for this district are shown below (data is available for April 2019 onwards)

Race	Event Date	Organiser	Levy fee	Race price	Online entries	Offline entries	Online revenue	Total Levy	Due	Processed On	Processed By
Croft 10 Mile TT Series (Come And Try It Events...	18 Feb 19	G Russell	£4.00	£6.00	7	0	£42.00	£28.00	£14.00	25 Feb 19 - 13:52	Mark Sanders

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Cycling Time Trials Admin - powered by eventrac

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Screenshot 2

## How this affects you

This is aimed at making the payment system much more streamlined. However, if you have any issues please contact [mark.sanders@cyclingt看timetrials.org.uk](mailto:mark.sanders@cyclingt看timetrials.org.uk) or [support@cyclingt看timetrials.org.uk](mailto:support@cyclingt看timetrials.org.uk) with any queries. Please be aware that this new procedure will affect on line open events with an event date on or after 1 April, 2019.