
North American Brewers Association™

Policy 6-a Distribution of Funds from Mountain Brewers Beer Fest

1.0 Introduction

1.1 Purpose

To provide a consistent basis, format, and structure for the North American Brewers Association (NABA) for distribution of proceeds of the the applicable year's Mountain Brewers Beer Fest.

2.0 Applicability

2.1 This policy specifies the steps taken for equitable distribution of all funds directly earned by the Mountain Brewers Beer Fest for the applicable year.

3.0 References

3.1 NABA Policy 7.a

4.0 Instructions

4.1 Beer Fest funds donated to the charity from revenues of the applicable year's "Mountain Brewers Beer Fest" are dependent upon the active and cooperative participation of the selected charity. The purpose of this participation is to ensure a safe, profitable and successful beer fest that rewards the charity's staff in proportion to their demonstration of partnership, thriftiness, innovation, promotion, and appreciation in all areas of beer fest operations. To this end the charity will receive a figure based on the net with additional bonuses earned by superior performance relating to planning, organizing, and running the festival.

4.1.1 **All Funds and other proceeds** earned by the Mountain Brewers Beer Fest shall be deposited in an account controlled exclusively by the North American Brewers Association.

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601 W. 19th St.
Idaho Falls, ID 83402

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- 4.2 Net Funds earned by Mountain Brewers Beer Fest
 - 4.2.1 Net Funds shall be calculated by the following method, with no exception.
 - 4.2.1.1 Net is calculated by subtracting all expenses associated with running the beer fest (whether incurred by the NABA or the charity), from the total Gross Proceeds of the beer fest. (Gate, ad sales, auction, raffle, retail sales, cash donations, etc.)
 - 4.2.2 Calculating funds available to the applicable charity from the net shall be performed by following steps 4.2.2.1 through 4.2.2.3
 - 4.2.2.1 Of the net, the North American Brewers Association will come to a base award based on an 80-10-10 percentage of the net as described in 4.2.2.1.1 through 4.2.2.1.2 (below). The base award available to the charity of 80% will be awarded as described in 4.2.2.2 through 4.2.2.3
 - 4.2.2.1.1 The North American Brewers Association will withhold 10% of the net (up to \$2,500.) for use as startup funds for the following year, or for the North American Brewers Association endowment.
 - 4.2.2.1.2 An additional 10% of the net will be withheld by the North American Brewers Association for a possible smaller award to another charity selected by the North American Brewers Association. It may however be presented to the charity designated as the principal recipient of the beer fest's funds.

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- 4.2.2.1.3 The remaining 80% of the net will be available to the charity as per the schedule outlined in 4.2.2.2
- 4.2.2.2 The guaranteed 'base amount' donated to charity will equal 35% of the total net. This shall be the 'base' amount donated.
- 4.2.2.3 Of the funds remaining (approx. 45% of the net – see 4.2.2.1) the charity may capture these additional moneys (referred to hereafter as **bonus funds**) in bonus percentages by fulfilling specified criteria outlined in this section (4.2.2.3.1 through 4.2.2.3.7). The percentage of the remaining funds to be earned as a 'bonus' is indicated by percent (of the 45% bonus net mentioned above) as identified after each of the following items.
 - 4.2.2.3.1 Program ad sales topping \$ 1,600 **(15% of available bonus Funds)**
 - 4.2.2.3.2 Meeting all committee mandated deadlines, participating in all Beer Fest planning meetings, and generating and distributing all meeting minutes. **(15% of available bonus Funds)**
 - 4.2.2.3.3 Documenting that the charity successfully provided support by securing a minimum staffing of volunteers for Friday set up **(15)**, Saturday morning load in **(20)**, festival operations **(20)**, Saturday evening breakdown and load out **(20)**, and Sunday 10am cleanup of site **(10)**. **(15% of available bonus Funds)**

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- 4.2.2.3.4 Securing Public Service Announcements (PSA's) from a minimum of 3 local television, 3 local radio stations, and pre-event coverage in at least, the "Post Register" or equivalent. **(15% of available bonus Funds)**
- 4.2.2.3.5 Demonstrating (with documentation): aggressive cost management, commitment beyond minimum requirements, feedback for future improvement, accurate and timely reporting of expenses and revenue (estimate day of festival & close out within one month.) **(10% of available bonus Funds)**
- 4.2.2.3.6 Providing acceptable (as agreed to by the Beer Fest committee) Friday and Saturday night expression of gratitude to brewers and volunteers (eg. a cookout or other suitable meal at set up and breakdown.) Including Mailing of 'Thank You' notes to brewers, distributors, donor's, etc. within 3-4 weeks of the conclusion of Mountain Brewers Beer Fest, and any other form of Thank You proposed by the charity and approved by the North American Brewers Association board. **(10% of available bonus Funds)**
- 4.2.2.3.7 Silent Auction & Bucket raffle tops over \$3,000 in income **(10% of available bonus)**
- 4.2.2.3.8 Completion of **all** items committed to by charity that are listed in 4.2.2.3.1 through 4.2.2.3.7 (above) **(10% of available bonus)**
NOTE: failure to meet all commitments results in forfeiture of this bonus back to the NABA treasury.

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4.3 Presentation of Donation to selected charity

4.3.1 The Treasurer, President, and Charity Liaison of the North American Brewers Association shall make a joint determination as to closure of all debts and expenses incurred in administration of the Mountain Brewers Beer Fest. In accomplishing this, they shall ensure the debts and expenses have been resolved to the apparent satisfaction of the interested parties.

4.3.1.1 The selected charity shall provide a list of all expenses (and copies of receipts) incurred for their portion of the festival, to the Treasurer of the North American Brewers Association within two weeks following the festival date.

4.3.1.1.1 This information shall be used in calculating the net, as specified in section 4.2.1.1

4.3.1.1.2 Failure to report all expenses incurred by the selected charity will place the responsibility for the unreported expenses directly and solely upon the charity.

4.3.1.1.3 Charity shall provide a report for bonus funds which documents why they feel the bonus funds (section 4.2.2.3.1 through 4.2.2.3.8) requested was earned and justified.

4.3.2 The Treasurer and President will calculate the gross and net of the Mountain Brewers Beer Fest based upon steps outlined in section 4.2.1 of this procedure.

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- 4.3.3 The Treasurer, Charity Liaison, and President, shall calculate the total funds earned by the charity according to the formula set forth in section 4.2.2 of this procedure, and present that figure (with supporting documentation) to the board of the North American Brewers Association, for approval.
- 4.3.4 Following approval of the donation amount as outlined in sections 4.3.1 through 4.3.3 of this procedure the Treasurer shall prepare a check in the amount approved and present it to the selected charity.
- 4.3.5 Any funds not earned by the charity may be set aside for administration of the next year's festival, or any other future festivals sanctioned by the NABA, and/or donated to another 501.c.3 charity.

5.0 Approval

5.1 Approved by

Policy Director

effective date