



# Important Information to keep on file for the committee.

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## JUMPING

<b>The following documents should be provided to the show committee and filed as official</b>
<ol style="list-style-type: none"><li>1. Copy of official schedule and show catalogue. Where applicable a back up of the file or xls file for safe keeping.</li><li>2. List of all the customers/competitors with contact details and summary of money paid and any balances outstanding.</li><li>3. Full sets of results.</li><li>4. All income and expenses in summary, and detail with copies of invoices associated.</li><li>5. List of all payments receive and cheques written out linked to customers and suppliers.</li><li>6. List of all officials, judges and technical persons involved in the show.</li></ol>
<b>Also recommended</b>
<ol style="list-style-type: none"><li>1. Entry statistics for all classes.</li><li>2. Profit and Loss statements.</li><li>3. Recommendations and check list from the show for the next show/secretary.</li></ol>






If you have any queries please email [jumping@nzequestrian.org.nz](mailto:jumping@nzequestrian.org.nz)