

The following Policy statement was presented at the Executive Committee meeting held on 18th August 2011 and adopted as Branch Policy from 31st August 2011

1. INTRODUCTION

This policy provides a guide for affiliated clubs of SLSQ Point Danger Branch regarding the payment of Branch generated invoices for services provided to clubs.

2. AIM

This policy aims to

- Clarify SLSQ Point Danger Branches position relating to payment of invoices to the Branch
- Clarify the process for payment and due dates for payment.
- Outline the necessary consequences for non payment.

3. PROCESS OF INVOICING

- Clubs are invoiced on a monthly basis for services provided by the Branch, which include but are not limited to
 - Award Processing
 - Courses Attended
 - Transfers
 - Carnival Entry Fees
 - Affiliation Fees
 - Purchase of equipment/manuals/clothing
- Reports on all awards, transfers and carnival entry fees are generated monthly and attached to the invoice.
- Invoices are done on the 01st day of each month (noting that if the 01st of any month falls on a weekend they are done on the next available work day).
 - *Noting : Delays may occur to this date of clubs have not handed in necessary award paperwork for processing*

4. DATES OF INVOICES AND DUE DATES FOR PAYMENT

- Due dates of invoices are Midnight on the last day of each month
- Clubs are to adhere to the payment dates as listed on the invoice.
- All payments are due at the Branch via cheque or direct deposit by midnight on the date listed
- Clubs must list the club name and invoice number against the online payment

5. INABILITY TO PAY

- If a club is unable to pay an invoice then an e-mail is to be sent to the Branch office outlining the reason for non payment and a date that payment is expected to be made.
- A determination will be made by the Branch in relation to a new due date.

6. PROCESS FOR LATE/NON PAYMENT

- A reminder will be sent to all clubs prior to the due date of invoices to remind them of payment deadlines
- If payment is not made by midnight on the due date then an e-mail will be sent to the club outlining that services will cease until such time as the invoices is paid in FULL. This e-mail will be sent to Club E-Mail, President and Junior Activity Chairperson.

7. CONSEQUENCES

- If an invoice is not paid by the due date then processing of services including but not limited to the following will cease
 - Award Processing
 - Course Approval
 - Transfers
 - Carnival Entry's

8. CONCLUSION

This policy is a Branch Policy and as such all Branch Clubs must adhere to this as part of their responsibility towards the Branch

This policy is to be brought to the attention of all personnel for strict compliance.