

PROBUS CLUB OF HUNTERS HILL AND DISTRICT

Electronic Funds Transfer Process

PROCEDURE

Recording of All Payments Made to the Club

The following procedure is to be used for all payments made to the club for the purpose payment for Membership Subscriptions and all Activities undertaken.

1. An Activity Record Form will be printed by the treasurer showing the name of the activity and showing a listing of all members names.
This form is to be given to the activity manager by email or by hand before the commencement of the meeting.
 - a. In the case where there is more than one activity for payment to be made on the day, the name of each activity is to be shown.eg Membership, 44th Birthday.
2. All payments are to be recorded on this form with the amount for each activity showing. e.g. Membership \$80, 44th. Birthday Lunch \$45. Total \$125.
3. The method of payment is to be indicated by placing a X under the appropriate payment method this being by credit card, cheque or cash.
4. Other columns may be used for recording an indication by the member that they will attend but not pay as yet and any comments that may be applicable.
5. At the end of the meeting the appropriate column of amount of money paid will be totaled and balanced to the amount of total money received and handed to the treasurer together with all receipts issued.
6. The Treasurer will acknowledge receipt of the money and issue a receipt.
7. At the following meeting, the treasurer will issue a new printed Activity Form marked with X for all the members that have made payments showing in the Payment columns and all other members names that have not made a payment.
8. The procedure No.1-6 above will be repeated.
9. Issue of receipt to the members:
 - a. For members that wish to pay by credit card (cc) the EFTPOS mobile device will be used to process the payment.
 - i. As the payment is processed and this completed a Merchant Copy Receipt will be printed. This receipt should be placed in an envelope.
 - ii. On the printing of the Merchant copy Receipt, the member should be asked if a receipt is required and if so, the receipt will be printed by the device and handed to the member.

- b. Payments made by cash or cheque will have a handwritten receipt made out and the original given to the member with the copy detached and placed in the envelope with the EFTPOS Merchant copy receipts.
 - i. The handwritten receipt should state at the TOP of the receipt if the payment made is cash or Cheque.
 - c. All receipts are to be handed in with the Activity Record Form together with the cash/cheques.
10. The treasurer will balance the amounts showing on the Activity Record Form, cash and receipts and prepare the Cash bank sheet for the money to be placed in the Clubs bank account.