Newcastle Speakers Club

Attendance Book Procedures

Please follow these procedures every time you attend a meeting of the Speakers Club.

* Please write your name in the Attendance Book, whether or not you pay on the day. We need to track attendances compared to bookings.

Pay on the Day

* If you pay for just that meeting, write **“$15**” beside your name. If you do not pay on the day, please do not write “$15”.
* If you also pay your subscription, please write “Subs $20” (or $10 for half-year) to the right of the $15 for lunch.

Payments in Advance

* Some people prefer to pay for several meetings in advance (if you want to know how to do this please see the Treasurer or Whip).
* If you have paid in advance for the current meeting, please indicate how many meetings have been attended since you last paid, and the total number paid for, in the format:   
  “**Pre-paid X / Y**”.
* If you pay in cash, please note the ‘Pre-paid $X cash’. If you pay a cheque directly payable to ‘The Newcastle Club’ and give it to Paul, please note ‘Pre-paid $X cheque to Newcastle Club’. Please also advise the Treasurer (personally or by email) of your prepayment.
* One way deal! The small volunteer committee and ‘payment in advance’ adds complication for the Treasurer’s job. The club does not take on liability or responsibility for advance payments. For example, if you pay $150 for 10 meetings, attend only some of them and then stop attending for any reason, the Newcastle Speakers Club is not obliged to repay or return any of the advance payment. If you are nervous about this – then ‘pay on the day’ is probably the best option for you.

IOU Payments

* It is policy and preferred that people pay ‘on the day’ or in advance. It is also understood that occasionally we forget to have the $$ in the wallet and need to IOU the club for a week.
* You must write your name in the attendance book every time you attend, regardless of whether you pay on the day.
* If you do not pay for the current meeting and have not paid in advance, please write “**IOU**”. Please ensure that you pay at the next meeting you attend, and note the IOU payment that day, as well as going back to the IOU itself and writing the date that you subsequently paid. Please do not accumulate IOUs for several weeks before paying in a lump sum. If you do need to delay repaying any IOU, please discuss it with the Treasurer.
* If there is any other variation because you couldn’t get the correct change, please note the book with the amount you paid, and the subsequent meeting when you balance to the correct multiple of $15. Please also cross-reference to the related payments.

The Whip will send a copy to the Treasurer of the email booking numbers to the Newcastle Club. This will ensure that the Speakers Club isn’t over-charged.