

Guide notes to help the Membership Secretary / Treasurer

Subscriptions

On receipt of a subscription via cheque or standing order - record receipt of a subscription:-

1. Subscriptions Book, Cash Book, Paying in book for bank.
 - a) Check that the members cheque is fully written out, signed, dated, correct amount or
Check if standing order is for right amount
 - b) Check that the subscription is for the right year, cross check the membership card to see if it has been entered up to date.
 - c) Mark up the membership card.
 - d) Enter the date and amount in the Subs Book- note his/her number.
 - e) Enter the date, name, amount in the correct 'year' and his/her number in red in the cash book.
 - f) Enter the name cheque number and amount in the paying in book
 - g) Return Membership card
Enter the details in the postage log book.

Note at (a) if the cheque is incorrect; send it back with a polite note drawing his/her attention to the over-sight.

ADDRESS BOOK

When receiving subscriptions or letters from members - check their address? They sometimes provide you unwittingly - with added extras of their incomplete addresses.

Telephone or write the amendment to the appropriate area secretary.

On receipt of an application for membership

1. Check the details to see if everything is correct.
 - a) Write out a new membership card appropriately.
 - b) Write a letter to the applicant advising him/her of receipt and welcoming them into the APCT, their application will be approved at the next general meeting.
Enclose a number of recent circular papers to interest them.
Enter the details in the postage log book.
2. On the application:-
 - a) Enter the date, their name & their new membership number in subs book.
 - b) Type their name and address in the Address List appropriate Area, include their phone number & date of joining.
 - c) Enter the date, their name, new number, cheque number & amount in paying in book.
 - e) Send a copy of the application form to the appropriate area secretary.

Treasurer

Keep all account books up to date.

Subscription Book

Paying in Book for Bank

Cheque Book

Balance Sheet

Prepare them for Audit in December.

Present Balance sheet to EC

Present Balance sheet to AGM

Have ready all documents relating to the Audit -

as some items on the Balance Sheet could be questioned at an AGM.