

GUIDANCE NOTES FOR SUBMISSION OF MONTHLY SUPPORT SHEETS – ASSOCIATE MEMBERS

I thought it would be helpful if I issued a few notes to everyone and also a list of the dates of the Finance meetings, to ensure that you are credited with your appropriate hours/functions. As you may appreciate at the end of each quarter and before each Finance Committee meeting there are around 100 plus work/support sheets to be collated and totalled.

Finance meetings are always held on the second Thursday in January, April, July and October. The year for the calculation of hours / attendances is from 1st October through to 30th September the following year.

To aid me in collating the hours/Club visits it would be helpful if you would submit your support sheet at the end of each month, but failing that (as I know the date does come upon us quickly sometimes) please let me have them for the whole quarter at the very, very latest by the first Sunday of January, April, July and October which are the month's when the Finance Committee meetings are held. Paper copies can be found in the display box on the Secretary's notice board to the left of the Gents toilet in the main hall. Once completed they can be put in the Secretary's mail slot in the hall or through the office letter box. Also you can download a copy of the support sheet from the Club website and then e-mail your completed sheet to me at stella.machin@ntlworld.com , as you will then get an acknowledgement of its receipt.

I am afraid that if I do not receive the worksheets by the expected dates I will not chase you for them, you just will not be credited with the hours/attendances therefore it is entirely in your own interest for you to submit the sheets on time.

Before submitting your sheet/s, please total up each month's hours and not the whole 3 month's, and also for joint work / visits please use one sheet with the monthly total of both person's hours rather than one for each individual; putting a name and brief description of work done for the Club on site but please remember to exclude lunch breaks. If you are recording attendance at functions or the bar please note that you will only get credited for 1 visit even if 2, 3, 4 or more attend with you therefore only the date of attendance is needed not the names of attendees.

I hope you find these notes helpful, but if you have any other queries or wish for any more explanation please don't hesitate to contact me.

Thanks very much.

Stella
Hon. Secretary.