

NWPC Invoicing processes.

GENERAL NOTES.

1. Invoices cannot be “amended”. If there is a mistake, the Invoice must be cancelled with a Credit Note (in full) and a New corrected invoice raised.
2. Invoice no.s Should be sequential, and not include the Year in the invoice no. Separate Prefixes should be used for each type of invoice. (Football = FB, Village Hall = VH, Tennis Receipts = T, Village Green = VG.)
3. Invoices should be sent directly to the customer either by the Clerk or the Booking Manager, but the Clerk must always be on copy. (Not forwarded separately.) This is to ensure that the Clerk is informed as soon as the invoice is sent. When funds have cleared, the Clerk will reply to all.
4. Invoices should be sent as PDF copies, with the PDF name saved as the Invoice no. (i.e. FB01, VH003)
5. Payable invoices must state: Date, Invoice, Beneficiary, Address, Show whether Invoice or Credit Note, and, if VAT registered, must show VAT no.
6. Transaction no.s should be indicated on invoices to tally with transaction no.s on receipts and payments lists from the cashbook.

Receivables.

1. Football

- a. Set up a Whatsapp group for bookings with Booking Manager and Team Managers and Clerk.
- b. Ensure bookings are entered on a google calendar and linked on the Website.
- c. Send invoice asap after booking is made to enable payment PRIOR to booking.
- d. Enter invoice into Alpha accounts system as soon as invoice sent.
- e. Any cancelled bookings will result in a Credit Note (and refund) if enough notice is given (unless a bulk booking for the season.)

2. Village Hall

- a. Booking Manager to take bookings via email/Whatsapp/or phone.
- b. Bookings are entered on a google calendar and visible on the Website.
- c. Invoice to be sent asap after booking is received to enable payment PRIOR to booking.
- d. (Consider issue if deposit is needed)
- e. Enter invoice into Alpha accounts system as soon as invoice sent.
- f. Save invoice to receivables folder.
- g. Add invoice details to minutes list.
- h. When funds are received, Clerk to reply to all confirming receipt of funds.
- i. Run the Receipts list and allocate a transaction no. to the PDF.

3. Tennis Receipts

- a. When funds are received in the bank, a receipt should be sent to Customers (copying the Booking Manager).
- b. Booking manager to keep tally of customer accounts/usage.
- c. Bookings are entered on the online calendar and visible from the website.
- d. RFO enters receipt into alpha accounts system at time of sending.
- e. Add receipt details to minutes list.

4. Village Green Marquees

- a. To be discussed pending review of current service.

Payables – RFO process.

1. Open “approval graphic” and change to today’s date and next meeting month if necessary.
2. Save “approval graphic” to all versions.

3. Scan paper invoice into "Pending payables" folder, discard original. OR
4. Save emailed PDF to "Pending payables" folder.
5. Rename PDF for meeting month of approval: (YY-MM – Invoicing company name – Amount)
6. Add the relevant approval graphic to the PDF.
7. Enter invoice into Alpha accounts system.
8. Set up payment in Unity Trust Bank for ASAP (Scheme of Delegation) OR 2 days after the next meeting for invoices needing approvals.
9. Type invoice details into Monthly payment spreadsheet (for minutes writing purposes)
10. After next meeting, add the minute no. and meeting date to the PDFs.
11. Run the Payments list from alpha and allocate a transaction no. to the PDF.