Activity Attendance Procedure

Group Leader

Approve C5, F31, budget & program.

Report to Group Council

Finish

Section Leader

Start

Create C5, F31, budget & program for activity. Recommend forms completed 6 weeks prior to activity.

Create Activity in Caremonkey or C4 with Closing Date 2 weeks before activity

At closing date: Fill in Attendance Sheet and send copy to Treasurer

After Activity: Modify Attendance Sheet to show who didn't attend and extras who did

Check Actual Cost against Budget

Treasurer

Raise Invoices within XERO

Void invoices for non attendees **GL APPROVAL REQUIRED**

Raise Invoices for extra attendees

One week after Activity: Check XERO for unpaid Invoices

Follow up unpaid invoices