SWEMF workshops - requests to organisers, from the treasurer

Firstly, thank-you for your administrative work in organising these workshops – as I know only too well, there's quite a lot to do!

It would very much help me if you could bear in mind the following points which help me to keep the accounts as clearly as possible, and therefore assist the auditing. Some of you will know (and do!) all of this already, but as a reminder, or for anyone new to organising such workshops:

- [1] please provide me with full details of participants, sums paid, etc. I will provide you with a form which should be completed, and mailed or e-mailed to me. swemftreasurer@outlook.com 63 Leckhampton Road, Cheltenham, Gloucestershire, GL53 0BS.
- [2] please could you keep/record tutor costs, tutor expenses, venue costs, refreshment costs, and any other (specified) expenses, **separately**. Where you wish me to pay out a SWEMF cheque to the tutor, and one for the venue, etc. this is usually relatively straightforward. However, some of you are in the habit of paying the expenses and then reclaiming them from SWEMF. If you re-claim a 'global' sum which includes all the different expenses, this makes it more difficult to show the different expenses separately on the accounts in such a way as to match the record in the chequebook. I think it is good practice if the cheques I pay out exactly match a particular expense, rather than a 'grouping' of diverse expenses which might include both tutor and venue and refreshments.
- [3] (an extension of the previous point): you will almost certainly have your own expenses to cover, but it would again be good practice to send me an expense claim for those expenses, rather than simply to subtract your expenses from any cash payments on the day, or similar. I realise that this may seem to involve an unnecessary step in a process, but in fact it means that the income paid in exactly matches the sum in the paying-in book, rather than being at variance with it.
- [4] please <u>attach receipts</u> in all cases where this is possible and some explanation if it isn't possible.

Please do get in touch if you want to follow up any of these points, but in the meantime can I thank you in anticipation of your continuing good work to promote SWEMF workshops.

Jonathan Tribe, Hon. Treasurer, SWEMF