

Bere Regis Scouts



Michael Menzies - Group Treasurer
Starmoor, Throop
Dorchester, Dorset, DT2 7JD
Tel: 01929 471263

Payments / Receipts / and Electronic Banking

As treasurer, I am aiming to use electronic banking whenever possible.

If you have internet banking and if you want to pay cash to me, count the money, put it in your pocket and keep it but also transfer the amount from your bank to the Scouts a/c: -

Lloyds TSB 1/2 High West Street Dorchester

Sort 30-92-69

a/c 01367541

and add a "description" which is easily understandable. Then please email me to tell me you have done it.

I can make payments the same way, i.e. you email me with an expenses claim. I send it by email to one of the other signatories for electronic approval if necessary, and then I transfer the money to your account, and send you an email to tell you I have done it.

If you receive cash you can issue a receipt. (There is a receipt book in the cupboard next the door towards the stream.) You can either give me the cash or keep the cash and pay me electronically or by cheque. I go near the Scout hut most days and can call in and collect from you if you contact me.

There are many ways to contact me: -

email home = michael.menzies@talk21.com

email work - mmenzies@hamworthy-combustion.com

tel home = 01929 471263

tel work = 01202 662737

mobile = 07824 858463

fax home = 01929 472497

fax work = 01202 663999

address = Starmoor, Throop, Dorchester, Dorset DT2 7JD

There is only one exception. I would like to adopt the following procedure for mileage claim and redonation using gift aid.

- Complete the mileage claim form.
- Work out what you would like to donate back (box D on the form).
- Fill in a cheque for that amount (Box D) made out to Bere Regis Scout Group.
- Deliver or post or hand over both the claim form and the cheque to me.
- Ensure that I have your bank detail or that they are on the form.
- I will make the payment (Box B on the form) direct to your bank electronically.
- As soon as the electronic payment (Box B) has been confirmed I will pay in your cheque to the bank by post. This will ensure that you receive your claim before your cheque is presented.

(The double entry nature of the mileage claims are the worst part of the Scouts accounts, the most likely to be abused by neglect, and the items which give me and Chris the most problems. This procedure is the same principle as the instructions of 26/3/09 and the claim revised in June 09 but just adapted to take in electronic banking.)

M N Menzies (27/9/09)