



INVOICING AND DEBTORS PROCESS

INTENT

To ensure that all invoices are raised in a consistent manner across the Association and to minimise doubtful and bad debts against Rowing New South Wales.

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INVOICING TYPES

1. Regatta Invoices

New South Wales Rowing Association Inc. By-Law 2.12

Advice of Affiliates Membership (a) Every Affiliated Rowing Association and approved School Association shall forward to the Association before the Annual General Meeting of this Association a complete list of all Clubs forming such Association or organization as at 31st July in each year together with the names and addresses of each Club Secretary (or Rowing Master).

Payment for all seat fees is **mandatory** by the close of late entries for that regatta. Failure to lodge payment will result in **exclusion** of the club or school entries from the regatta and subsequent regattas until finalized.

After On Line Entries have been made Rowing Manager issues the club with a tax invoice. Below the tax invoice payment options are listed. If the option to pay by EFT is selected or the option to pay by registered credit card, it will notify Rowing NSW in the regatta account summary as payment pending.

For EFT payments the 'Record EFT Payment' button must be selected and payment will need to be transferred via Internet banking prior to the Regatta. If the club or school does not have a registered credit card with Rowing NSW then payment will need to be submitted online via credit card using Secure Online Form (refer Appendix C). A receipt will be issued via email once transaction is processed. Alternatively the invoice can also be paid online via credit card at the Rowing NSW secure shop.

Clubs and Schools with registered credit cards will be emailed receipts at the time of processing the payment by Rowing NSW. If an expired credit card is registered or a credit card limit has been reached then RNSW will levy a \$50 administration charge per transaction.

All clubs and school are encouraged to contact the RNSW Administration and Finance Officer if experiencing any difficulties paying regatta invoices on time, to see an extension. This will be determined by the Rowing NSW CEO and/or Director of Finance.

2. Club Levy Charges

Monthly – This should be paid by direct debit on the first day of each month. Direct Debit forms will be issued in June to each club and will need to be returned prior 30th June each year.

3. Club Affiliation Fees

Annual - As per New South Wales Rowing Association Inc. Rules 5 (i) are payable prior to AGM each year.

4. State Memberships

Individual members are not financial until payment has been processed by Rowing New South Wales. State Memberships run via financial year and are not pro-rataed.

5. Equipment Hire

Payable within 30 days from Invoice date. Credit Card details must be submitted with New Member Applications. Membership Renewals can be processed and paid on line via Rowing NSW website (refer Appendix D)

PAYMENT OPTIONS

1. Credit Card

All Schools and Clubs are able to provide a registered credit card at the beginning of the regatta season or to. All credit card transactions will be processed within 7 days from submission of entry and receipt for the transaction emailed to the card holder when payment is processed

2. Electronic Funds Transfer (EFT)

All Schools and Clubs are able pay for seat fees for each regatta at the time of entry via the Rowing NSW website (refer Appendix C)

3. Cheque

All cheques attached with the corresponding tax invoice (refer Appendix 1) should be posted to:

Administration and Finance Officer
PO Box 265
Concord West, NSW 2138

TRADING TERMS FOR DEBTORS

The trading terms for trade debtors are as per the Associations terms. In the absence of a contract or affiliation, a general term of 30 days will apply.

For debtors, please refer to payment terms per invoicing type as listed above. Full settlement is required within 30 days for all other Invoicing. Any individual member, club, school or association whose account remains outstanding at 60 days from invoice date may be placed on 'stop credit', unless disputed the account and submits such dispute in writing within 7 days from receiving the Invoice.

If a individual member, club, school or association placed on 'stop credit' wishes to enter a Regatta or order goods/services or is chasing goods previously ordered, the Management team must advise the customer of their 'stop credit' and request the settlement of the overdue account.

A debtor who is on 'stop credit' with the Association may also be charged a \$50 late payment fee per Invoice and will remain on 'stop credit', until overdue balances have been paid in full.

If a debtor remains outstanding for 90 days they will be forwarded to a debt collection agency and will incur all costs associated with such action. The Finance Officer will recommend to the CEO any debts to be written off after all economic attempts to recover the amount have failed.

The CEO /Finance Officer reserves the right to propose restricted trading terms if a debtor does not comply with the Associations trading terms.

Appendix A – Sample Tax Invoice from Rowing Manager

Rowing Manager - Regatta Entries Summary - Windows Internet Explorer

http://www.rowingmanager.com/rm/entriesummary=1499+invoice

File Edit View Favorites Tools Help

Go Home My Feboz Explore Feboz Signup Live Tv ShoutBox

mywebsearch Search Screensavers Smiley Central Cursor Mania MyFunCards

Favorites Rowing NSW Rowing Manager - Regatt...

TAX INVOICE

Balmain Rowing Club
P.O. Box 15
BALMAIN 2041

NSW Rowing Association
P.O. Box 265, Concord West 2138
Ph: 8116 9777
Fax: 8732 1618
ABN: 31 439 709 852

Invoice #104-1499 Date: 31/3/2010 submitted @ 17:37

Regatta	Qty	Item	Amount
Iron Cove Masters	1	Entries	\$8.18
		GST	\$0.82
Total Amount Payable:			\$9.00

Payment is mandatory by the close of entries.
Failure to lodge payment will result in exclusion of these entries from the regatta.

PAYMENT OPTIONS -
Note: if you pay by credit card and you have entries in events which are subsequently not contested due to insufficient entries, the amount actually charged to your card may be adjusted to avoid the issuing of refunds.

Credit Card

1. Registered Credit Card
This method avoids the need to submit your card details for each regatta
- you can register using [this form](#).
2. Other Credit Card
Pay by credit card using our [secure online form](#).
Print this [credit card form](#), fill in the details and fax it to Rowing NSW on 8732 1618.

Electronic Funds Transfer

Use your internet banking to transfer funds directly to this NSW Rowing Association account:
Please note our new bank account as of January 2010

St George Bank
BSB# 112-879 ACCOUNT# 456 340 960

Please tag the transaction in the Reference field with: **BALM/Iron Regatta**
and then record your payment here. (this will notify us of the transaction)

Amount Transferred: \$9.00

Internet 100%

Appendix B – RNSW Secure Shop

Rowing NSW - Windows Internet Explorer

https://secure.rowingsw.asn.au/

File Edit View Favorites Tools Help

Go Home My Feboz Explore Feboz Signup Live Tv ShoutBox

mywebsearch Search Screensavers Smiley Central Cursor Mania MyFunCards

Favorites Rowing NSW Rowing NSW

ROWING
New South Wales

Home About News Documents Competition Regattas Coaching Officials NoticeBoard Contacts Photos Links Shop

Rowing NSW Secure Shop

All pages in this area of the site are encrypted using SSL to ensure that your data is protected.
The following options are available:

- [Membership Renewal](#)
- [Pay My Invoice](#)
If we have sent you an invoice then you can pay online here.
- [Make a Payment to Rowing NSW](#)
Please use this option **only after consultation** with the Rowing NSW office staff.
If we receive payments for items that are not pre-ordered by either phone or email then supply cannot be guaranteed.
- [Merchandise](#)
Merchandise orders are not currently linked to the secure shopping system.
Please use the PDF order form on the merchandise page.

If you have previously placed an order, you can log in using your email address to make a payment, review its status or print an invoice.

Email Address:

Password:

[forget your password ?](#)

Internet 100%

Appendix C – Online Invoice Payment Form

The screenshot shows the 'Invoice Payment Form' on the Rowing NSW website. The browser window title is 'Rowing NSW - Windows Internet Explorer'. The address bar shows 'https://secure.rowingnsw.asn.au/Invoiceform'. The page features a navigation menu with links: Home, About, News, Documents, Competition, Regattas, Coaching, Officials, NoticeBoard, Contacts, Photos, Links, and Shop. The main content area is divided into three sections:

- Buyer Details:** Includes input fields for Name, Address, Phone, and Email. A note states: 'A receipt will be sent to this email address.'
- Invoice Details:** Includes input fields for Invoice #, Club/School: (if applicable), Description (with a placeholder: 'please include a brief note as to what the invoice is for e.g. NSW Champs Regatta Entry Fees'), and Amount Due: AUD\$. A 'Proceed to Checkout/Payment' button is located below this section.
- Shopping Cart:** A section titled 'Shopping Cart:' with the text 'Cart is empty'.

The status bar at the bottom indicates 'Done' and 'Internet'.

Appendix D – Online State Membership Form

The screenshot shows the 'New South Wales Rowing Association' membership page. The browser window title is 'Rowing NSW - Windows Internet Explorer'. The address bar shows 'http://www.rowingnsw.asn.au/'. The page features a navigation menu with links: Home, About, News, Documents, Competition, Regattas, Coaching, Officials, NoticeBoard, Contacts, Photos, Links, and Shop. The main content area is divided into three sections:

- Quick Links:** Includes links for 'Recent News', 'Membership Renewal Pay online here...', 'Learn to Row', and 'Available Programs...'.
- Recent News:** Lists recent news items, including '2010 NSW Masters Team Announcement' and '2010 Australian Youth Cup - SIRC, Penrith NSW - 9-11 July'.
- Current Regattas:** Lists current regattas, including 'Sat-Sun 10-11 Apr 2010 Edward Trickett NSW Grade Cham.. Results' and 'Sat 17 Apr 2010 Drummoyne Masters'.

The 'Membership Renewal Pay online here...' link is highlighted with a red oval. The status bar at the bottom indicates 'Done' and 'Internet'.