

COMBINED PROBUS CLUB OF MANNINGHAM INC

REG. No 58408



Outings & Tours Payment Guidelines (Nov 2017)

Organizing Responsibility: A single person acting as Tour/Outing Leader to be responsible for negotiations with the service provider for each single outing/tour event. The Tour/Outing Leader or their representative will present an outline of the event to the Management Committee at the earliest opportunity

Written statement of understanding: A written statement setting out the terms of agreement will usually be provided by the service provider. If not, an email setting out the terms of agreement should be provided by the Tour/Outing Leader on behalf of the Club. The terms of agreement should be confirmed in writing by both parties prior to the event.

Payment: Payment on the invoice will only proceed if in accord with the previously agreed terms of agreement. It should be presented to the Treasurer by the Tour Leader or representative together with a list of the members attending the event and a completed Payment Requisition Form.

Payment of deposits required in advance will be authorized by the Treasurer only after sufficient funds to cover the amount by members intending to attend the event have been deposited into the No. 2 bank account established to manage the Tours/Outings/prepayment funds.