

EVENT's with PAYMENTS
RECORD KEEPING –OFFICE PROCESS
Nova Scotia

During the time period of active Provincially Sponsored Events / Camps the provincial office maintains a list of attendees / participants for the purpose of:

- Providing a summary of monies received by budget line for the accounting administrator,
- Providing a summary of externally paid attendees / participants identifying:
 - name of participant, IMIS #,
 - Image Release information,
 - date / payment received
 - RSVP (if appropriate)
 - specific payment details for the Advisory planning committee / subcommittee.
- The spreadsheet is NOT intended to replace the registration function of an event / activity as the Advisory Planning Committee is still responsible for that function.

An excel spreadsheet is maintained for all staff to update as needed and is held on One Drive for committee members access.

Customer Service Representative (CSR)
<ul style="list-style-type: none">● Receives applications/ RSVP's via mail, fax, drop off or courier● Date stamps mail● Event:<ul style="list-style-type: none">○ Verifies the following in IMIS:<ul style="list-style-type: none">▪ Membership status - member, non member, cancelled member or not in IMIS▪ Image Release status○ If payment received by:<ul style="list-style-type: none">▪ Cheque / Money Order: documents participant info on the back of the cheque / Money order:▪ Cash: Issues receipt to payee, documents participant info on the back of receipt copy○ Forwards payment to Accounting Administrator with payment details as noted above.○ Once event is finished the CSR prints the final spreadsheet and forwards to Accounting Administrator.○ <i>It should be noted some events may require additional information be recorded. Requests for this should be coordinated with the office manager / CSR during the planning timeframe.</i>

Accounting Administrator
<ul style="list-style-type: none">● If payments are received for an Event:<ul style="list-style-type: none">○ Enters payments into AccPac System noting Budget line○ Processes payments for deposit.● Updates Events Recordkeeping Spreadsheet for payments received after event has occurred.● Provides summary of account activity to Event Chair upon request.● Provides summary of outstanding payments to Event Chair within one month of date of event.

Event Chair / Coordinator
<ul style="list-style-type: none">● Event:<ul style="list-style-type: none">○ Reconciles Event Registration, as done by committee, with the Summary of Account Activity as provided by Accounting Administrator.○ Resolves any inconsistent information with participant or Accounting Administrator as needed.○ Follow up with participants for outstanding payments as needed.● RSVP:<ul style="list-style-type: none">○ Reconciles RSVP List with invitations sent.○ Follows up with outstanding RSVP's as per Event protocol.

