

PROCEDURE: Receipts

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Author: Dallas Proctor, Finance Officer



Invoices (Sponsorship and Advertising)		Ticket Sales (ANUSA Online Shop)	Ticket Sales (Eventbrite)	Ticket Sales (In Person)	BKSS Canteen	Bar Sales
1	Staff/representative requests issue of invoice	Receive request to have event listed	Organising individual lists event on Eventbrite	Conduct stocktake of total tickets/wristbands	Utilise VendHQ	Utilise VendHQ
2	Finance Officer to issue invoice in Xero	List event. If sales are on behalf of another student organisation, add booking fee amount (set amount to cover Paypal Fee of 2.4% + 30c)	Receive payment	Issue to cashiers, along with float and EFTPOS terminal	Daily: record sales	At event: record sales
3	Receive payment	Guests purchase tickets	Create spending money transaction to Ticket/Event Sales	At end of each day, conduct stocktake of wristbands. Reconcile takings to stock.	Weekly: print till report and reconcile to cash. Bank cash less float	After event: print till report and reconcile to cash/EFTPOS report. Bank cash
4	Reconcile to invoice	Create spend money transactions in Online Sales Clearing Account 8010 from the PayPal feed, noting what the event is		Create invoice in Xero for that day's takings	Monthly: conduct stocktake and reconcile to sales. Print report and add to exec meeting agenda	
5		At conclusion of event, prepare reconciliation spreadsheet detailing total ticket sales revenue		Bank cash and print EFTPOS report		
6		Enter manual journal to transfer ticket sales revenue to Ticket/Event Sales account, recognising GST on Income OR If ticket sales were on behalf of another organisation, create a new Bill for total revenue amount minus Paypal fees (calculate as ticket value less booking fee * number sold), expensed to the Online Sales Clearing Account. GST code: BAS excluded		Reconcile cash and correct portion of that day's EFTPOS payment against invoice		
7				Office manager to lock away ticket stock and float overnight		
	IF PAYMENT NOT RECEIVED					
1	Issue reminder notices at 14 day intervals to supplier					
2	After 2 notices, follow up with phone call					
3	After further 7 days, ask Legal Officer to prepare a letter of demand					
4	If payment still not received, send to Board to add as an agenda item to next meeting. Board to decide whether to take legal action or write off. Exec to minute decision					