

The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 8JH

Green Paper Number: 1. 30 (version 2) please remove version 1

Subject: Submission of Region and Section Minutes to Headquarters

To: All Region and Section Secretaries

From: Business Systems and Administration Director

Direct Line No: 02476 475409

May we remind all Region and Section Secretaries of the requirements and procedure for submission of Region and Section Minutes and Financial reports to Headquarters.

Once a Region or Section has held a Council meeting, there is a requirement that a copy of the Minutes together with a copy of the following Cashbook reports be submitted to Headquarters within twenty one days of the meeting date:

Receipts & Payments report
Balance Sheet
VAT Report and Bank Reconciliation report
Auditors Certificate (at AGM only)

It is important to remember that a reconciled Bank Statement must be presented to Council at intervals of no more than three months and its acceptance or otherwise be recorded in the minutes.

Compliance with the above will reduce the number of letters Headquarters send to the secretaries requesting missing parts of Minutes and approved copies of accounts.

October 2012

COPIED TO:

To National Councillors	<input checked="" type="checkbox"/>
To Region Secretaries	<input type="checkbox"/>
To Section National Secretaries	<input type="checkbox"/>
To District Association Secretaries	<input type="checkbox"/>
To Section Area Secretaries	<input type="checkbox"/>

