



## **INVOICING OF AFFILIATION FEES AND INSURANCE PREMIUMS PROCEDURES**

### **RESPONSIBILITIES**

Croquet Victoria Committee of Management is responsible for developing, adopting and reviewing this procedure.

Croquet Victoria's Secretary and Treasurer, in conjunction with the Administrator, are responsible for the implementation of this procedure and for advising on the need to review or revise it as and when the need arises.

Clubs are responsible for ensuring that their membership lists, as contained in the Croquet Victoria database and shown on the Croquet Victoria website are up to date at all times and of advising the Croquet Victoria Administrator if they do not which to be included in the Croquet Australia arranged Public Liability, etc. insurance policies.

### **PROCESSES**

#### **Determination of Affiliation Fees, International Levy and Insurance Premium**

The Croquet Australia AGM, held usually in March each year, sets the Croquet Australia Affiliation Fee and International Fund Levy to be charged in the following fiscal year, which for Croquet Australia is 1<sup>st</sup> January to 31<sup>st</sup> December.

The Croquet Victoria Council is responsible for setting the Croquet Victoria Affiliation Fee to be charged for the year 1<sup>st</sup> April to 31<sup>st</sup> March at its meeting held in April each year.

The Croquet Victoria Secretary advises Croquet Australia of the number of affiliated members of clubs which use the Croquet Australia arranged Public Liability policies when called for, usually in October of each year. Croquet Australia in turn advises consolidated numbers to its brokers who arrange the insurance, subject to Croquet Australia Board concurrence, and invoice State Associations individually.

#### **Invoicing of Fees, Levies and Insurance Premiums**

Croquet Victoria Invoices clubs three times annually, as follows:

- In July, clubs are invoiced for Croquet Australia Affiliation Fees and International Fund Levy, and Croquet Victoria Affiliations fees for all members affiliated with the club as shown on the database.
- In November, clubs are invoiced for Insurance premiums, if the club participates in the Croquet Australia arranged policy, and for any difference in membership numbers, as shown on the database, compared with the numbers in July.
- The final invoice is in March, prior to the end of the Croquet Victoria financial year, and again is in comparison to clubs' membership numbers from November.

### **Pro-rata Fees and Levies**

Note that Croquet Victoria does not pro-rata affiliation fees, levies or insurance premiums. However, clubs are free to do so, if they so wish. One way to do so, is to provide membership to the end of June of the following year to those new members joining the club after 31<sup>st</sup> March, i.e. up to fifteen months' membership for a twelve-month membership fee.

### **AUTHORISATION**



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