

SCOUTS AUSTRALIA NSW - QUARTERLY BILLING – 2019-2020

CYCLES OF INVOICING

- * Invoices incorporate membership fees for the upcoming quarter for all Members who are current when the invoice is generated
- * Members who have joined in a previous quarter are back billed for the quarters back to and including the quarter where they joined, charged the fee for the coming quarter, and the joining fee (if appropriate)
- * Invoices are to be paid by the 21st of the month in which the invoice is issued
- * Invoice Payments are returned to the Region Office (or the State Office if the Region does not have a Region Office)
- * Ensure that Membership Records are up to date on ScoutLink prior to the Invoice Run as billing is based on the status of membership at that point in time

