

***Advance payment policy***  
***Brooklyn Scouts Joint Parent Leaders Committee***  
***Brooklyn Scout Hall, Harrison St, Wellington***

- Payment would be for amounts no greater than what had been received for the activity at the time the payment was requested
- Maximum advance of \$1,000
- Receipts must still be obtained and provided to the treasurer within 2 weeks
- Any funds advanced not used must be deposited back to the Scouts account as soon as possible but not later than 2 weeks
- Advance payment requests must be made to the treasurer with at least 3 days notice
- The treasurer must note any advance requests made in the treasurers report
- Full fund reconciliations must be made for each activity

**Res 13 /41 : That the advance payment policy is adopted effective 1 Sept with a review of its effectiveness to be held at the December meeting**