

Economics manual

Area of responsibility.....	2
Account information	2
Information/lists about the registered women from the office	2
In doubt about a payment?.....	3
Payment for another week?.....	3
Is it the correct address?.....	3
Women who are not enrolled	3
Bus lists	4
Address list.....	4
Prices and payment	4
Cash box, cash book and stamps	5
Cash, debit card and cheques	7
Purchase and other expenses: Payment and advance.	7
Closure at the end of the week.....	9
Camp office for economics and stuff.....	9

Revised 31/05/2011
By: Unna

Area of responsibility

As the economics responsible this is your areas of responsibility:

1. Cash box, stamps, balancing the cash book
2. Make sure that all women of the camp get registered and pay for their stay and for the bus
3. Receive payments – cash, debit card and cheques
4. Opening the cash box once in a while and announcing it
5. Pay cash purchase and collect documentation (vouchers) for the credit purchases at the grocer's (høkeren)
6. Check-up on names, addresses, e-mail addresses and phone numbers for all the women
7. Buy ferry-tickets.
8. Closure at the end of the week

Account information

Giro: reg. no. 0246, account no: 2 29 64 03

Bank: BG Bank; Nørreport department. Reg. no: 0274 account no: 274 - 17 61540

Information/lists about the registered women from the office

(some of them handed to you by the bus responsible)

Stamkort (Participants form) (detailed information about every woman's payment)

Women who are not enrolled for the whole week (arrival- and departure dates)

Bus lists (to Kragenæs and from Kragenæs)

Children's list (all children with age, sex and mom/grown up)

Food list (how many vegetarians and meat eaters)

Enrollment form (for women who is not registered – and therefore don't have a participants form)

All women at the week shall have **either** a stamkort (participants form) **or** an enrollment form.

All information about the registered women will be at the stamkort.

You can use the other lists to get a quick overview of who is coming and going during the week, which is registered for the bus and how many children there is. Just give the food list to the food responsible.

When is the lists produced?

The lists are produced Thursday before the week starts. Women who have paid less than a week before their stay are not likely to figure on the lists.

Is everybody registered? Did everybody pay?

You must check if everybody has paid and registered on a stamkort (participants form).

At the stamkort it will say if the woman has paid the full amount – or has paid too much “Difference”. Some forget to pay for bus or ferry.

Also there can be extra payment if a woman decides to stay on or has come a day in advance.

All changes to the woman’s address, enrollment and payment must be noted at the stamkort.

In doubt about a payment?

If the woman has got a receipt just write a note at the stamkort.

If they claim to have paid but don’t bring a receipt – check with the office. Office hours Tuesday and Thursday 5-7 pm. Payments made just before the weeks begin can’t be checked – the economics must follow up on that later on.

Payment for another week?

If a woman wishes to pay for another week – take the money and fill out an enrollment form and send it to the office so it can be noted in the database. Or if it is the following week – let the form stay over for the next economics responsible to put in her map.

Is it the correct address?

On the top of the stamkort are the information we’ve got on the woman’s address, phone and e-mail. Ask all women to check if the information is correct.

We would very much like to have their e-mail addresses.

Women who are not enrolled

If a woman shows up who doesn’t figure on a stamkort (participants form), you have to fill out an enrolment form - *even if it is just for one day.*

Getting back to the office

Stamkort with changes on them and enrolment forms must be sent to the office when the week closes.

If anybody at the bus home has got access to the women's house ask her to take them to the office.

Bus lists

There are two bus lists: bus to Kragenæs and bus from Kragenæs.

On the bus lists figures women who registered for/traveled with the bus.

But it doesn't say if they paid – that is on the stamkort. You will get the bus list from the bus responsible who will see to that every woman on the bus is also on the list. You must check the bus list with the stamkort – some women forget to register and some haven't paid.

At the end of the week check who is going home with the bus, add to the bus home list – and see if everybody on the list has paid.

Address list

You can make address lists and an e-mail for every week. If the week decides this, the office will produce a list and mail it to the week-responsible.

REMEMBER: Ask if there are any women who don't wish to figure on the address/email list. Note it carefully on their stamkort/enrolment form if so.

Suggestions for changes to the lists etc.

Suggestions for changes to stamkort, lists etc. are welcome. Write it to the office.

Prices and payment

Camp fee	One day (euro)	One week(euro)
Full price: (Employed women)	275 dkr (37€)	1700 dkr (227€)
Reduced price: (Unemployed, students, retired and others with low income)	200 dkr (27€)	1200 dkr (160€)
Children: (From 3 to 14 years)	50 dkr (7€)	350 dkr (47€)
Youth price: (From 15 to 20 years)	125 dkr (17€)	750 dkr (100€)
Activist price: (Reduced price)	150 dkr (20€)	900 dkr (120€)
Activist price: (Full price)	225 dkr (30€)	1200 dkr (160€)
Part time activists (Reduced price)	160 dkr (22€)	1000 dkr (134€)
Part time activists (Full price)	225 dkr (30€)	1400 dkr (187€)

Precamp, aftercamp, foodresponsible and child caretakers: Free
(Incl. transport with the bus from the women's house)

Bus fare incl. ferry

Copenhagen – Kragenæs (one way):
(Children travel for free. **Remember enrolment!**) 100 dkr (13€)

Nørre Alslev – Kragenæs (one way): 25 dkr (3€)

Ferry fares:

Car with the ferry (return ticket): 120 dkr (16€)

MC with the ferry (return ticket): 30 dkr (5€)

Persons (return ticket): free

Part time activists: Week responsible / week team / the secretariat decide, who are part time activists. It could be two women, who shares a responsible job, or it could be an activist who only "works" a few afternoons during the week.

No credit.

Payments received before 1. June receives a 100 kr (13 €) discount – to be paid at the camp. This only applies to prepaying women. Date of payment can be found at the 'stamkort'.

No refund if a woman leaves the camp during the week. If a woman takes on an activist job during the week, she gets a money refund. In that case you must make a blue voucher with the amount and the woman shall sign for it. The cause of the refund is noted at the voucher.

1 day at the camp = 2-3 meals. If you for example arrives late at night and don't get dinner – this day doesn't count. But if you arrive in the afternoon, have dinner and breakfast the next day it counts for a day – even though you don't get lunch. If in doubt – use your judgment.

Cash box, cash book and stamps

When you arrive you take over the **cash box** and a blank cash book, that says how much money is supposed to be in the cash box.

Start of with voucher number 1. Note the number at the voucher and in the cash book.

Count the cash box and write OK next to the amount if it balances. If it doesn't balance and the difference is more than 25 kr. you have to

investigate. If the difference is less than 25 kr. it is billed as an income or expense with the figure for the cash difference.

This year we might have a separate *stamps box*. When you take over the stamps box you must check that the sum of stamps and cash is 500, - kr. Check that there are enough stamps or buy them. Use the cash in the box and put stamps in instead of the cash, so that the sum of stamps and cash is still 500, - kr.

When you sell stamps it is just an exchange of stamps and cash, no vouchers.

If the week team needs stamps, you buy the stamps with money from the cash box. Fill in a blue voucher and write the amount in the cash book. If there is a difference in the stamps box and you can't find the cause, fill out a blue voucher with the missing amount. Take the money from the cash box and put it in the stamps box.

If there isn't a separate stamps box, the stamps will be in the cash box and count as cash. So still no vouchers. Tip: Only have a few loose stamps. Put most of the stamps in an envelope with the amount written on it – so you don't have to count it every time.

The cash book is that piece of paper, where you note all cash incomes and expenses. Start every week with voucher number 1.

For every entry in the cash book there must be a voucher.

If you pay money for a debit card transaction – put the debit card note in the cash box instead of the cash – no voucher and no entry in the cash book.

All vouchers are gathered in number sequence in a “bundle thing”.

If a payment covers more things – i.e. bus and camp fee – every element is written at the voucher on a line for itself.

The different accounts are: camp fee, bus fare, ferry tickets, food, the bar, childcare group, new stuff, sales of merchandise, *bixen*, diesel, stamps and other.

When there is more than 3000 in the cash box, you can place a payment at the Høker (grocer). It is no longer possible to make a payment to the post woman. The transaction is noted as an expense with the text: Høker (grocer) till. Don't empty the cash box entirely.

At the end of the week the cash book is closed and send – with the vouchers to Christina Malmberg.

Remember to check if there are enough vouchers etc. for the next week to use. If anything is missing phone the office Tuesday and have them buy it and send it with the bus.

Cash, debit card and cheques

Payment can be in cash, with cheque (from a Danish bank) or with the Danish debit card – the Dankort. **We don't accept VISA or any other debit cards.** Just the Dankort – marked DK on the back.

Always write a 'dagsdato' receipt for receipt of an amount of money, give the woman the original as her receipt and place the copy in the 'bundle thing'. If you receive a lot of payments at the same time you can gather the 'dagsdato' receipts and put a red income voucher in front with the sum of the payments and just do one entry in the cash book.

Checks must be issued to Foreningen Femø and be crossed right away.

REMEMBER if the cash box is used as a bank by the women to withdraw money using debit cards (only if enough cash in the box): Payment of cash against Dankort or cheques is not to be noted in the cash book.

Payments, cash, Dankort and cheques

Calculate the camp fee and write a 'dagsdato' receipt for the payment. The copy of the receipt is pinned to a red voucher – which is filled in with every income element for itself (camp fee, bus, etc.) – numbered and noted as income in the cash book. Be careful when filling out the receipt with name, week and amount. Also when more women pay together. The information's for each adult is checked against the 'Stamkort'.

Debit cart - Dankort: Follow the one-page manual for use of the terminal. Remember to write a copy of the debitcard receipt for the cash box. Write the womans name on it – to make troubleshooting easier. Payments for stay, bus etc. Payments for stay, bus etc. is entered in the cash book as income. Bundle the debitcard receipts, pin them to a blue expense voucher and enter the 'transferred' amount as an expense in the cash book with the text: "Transferred DK-notes".

Purchase and other expenses: Payment and advance.

- There must be a voucher for every income and expense. If you give cash in advance for purchase, you must write a blue voucher where you and the receiver of the money signs for the amount. The blue advance voucher is put in the cash box until the

final voucher is at hand – after that it is destroyed. In the meantime the advance voucher counts for cash in the cash balance.

Food purchase:

- The Grocer's - Høkeren keeps the accounts for our purchases, the food-account and the bar-account. At every purchase check which account the purchase should be made on.
- If you have too much money in the cash box – make a payment at the Høker. Remember to get a receipt (the amount is entered as an expense in the cash book: till for the høker).
- The paper tape (till-receipt) is checked on the spot – at the Høker by the food – or bar responsible.

Childcare:

- The camp gives 50 kr pr. children in the childcare group. The childcare workers get the money and a blue expense note is signed. At the end of the week the relevant receipts are collected and the expense is entered in the cash book with the text: "Children's group". (If it is not possible to get receipts for ice or mini golf etc. a blue voucher with your and the child caretakers signature is accepted.)

Blacksmith:

- The blacksmith sums everything up at the end of the summer and sends the bill to the women's house. So no worries here.

Eggs and potatoes:

- Purchases at the egg lady and the kartoffelwoman must be paid at the end of the week. They are used to giving us a receipt. This year we are not buying eggs and potatoes at the island.

Alice at the harbour:

- Purchases at Alice at the harbour are in cash. Remember a receipt.

Roadsales:

- Strawberries and other sales at the roadside are documented with blue vouchers. Remember always two signatures on the blue vouchers: yours and the other relevant person.

Bixen:

- Bixen is a small sale of candy, postcards, batteries etc. The bix cash box contains 300 kr. at the start of the season as a fixed advance. At the end

of the week the bix box is counted. 300 kr is left in the bix box – any surplus is transferred to the camp cash box as an income (red voucher). If an amount is missing to reach the 300 kr it is taken from the camp cash box – and entered in the cash book as an expense with the text: Bixen. So at the change of the week after the camp cash box is carried over there should be 300 kr. in the bix box. There is no dedicated bix cash book.

Try to enter all postings at once and put the vouchers in sequentially in the ‘bundle thing’. It makes it easier to keep track of things. Also balance the cash box once in a while. And make a note in the side of the cash-book at the entry – where you balanced the box. So that if you have to investigate a difference – you know how far back you have to go.

Closure at the end of the week

When balancing and closing the cash box at the end of the week, do as follows:

1. Make sure that all income and expenses is send to Mia in a bundle with the cash book.
2. Make sure that all the right Dankort-notes are send to the bank/PBS.
3. Make sure there are enough vouchers, ‘dagsdato’-notes and what else is needed for the next economics responsible.
4. Count the cash box and balance the cash book. Get another person to count the cash box and verify that the amount checks up against the cash book.
5. Start up a new cash book, in which you write the cash balance. Get the other person to sign it.
6. Hand over the key to the new economics responsible or find somebody else to do it if you are not overlapping.

Camp office for economics and stuff

The camp office contains the following utilities:

Debit card terminal	“Bundle thing”.
Calculator.	Writing materials.
Perforator.	Scissor.
Stapler.	

Folder containing the following forms and documents:

Cash books.	Dankort sumforms.
Participants forms (Stamkort)	Plasticcharteques.
Debit card (Dankort) envelopes.	Ass. pads.
Enrolment forms	Ass. envelopes.

The cash box contains:

Dankort forms.

'Dagsdato' recites.

Income- and expense vouchers.

Yellow memo-notes.

Stamps.

Cash: max. kr. 3000,-

Stamps box contains:

500 kr. in stamps and cash.

Bix box contains:

300 kr. in cash.

Christina Malmberg, Troldehøj 42, 4000 Roskilde, Cellph: +4540927095

Have a nice week!
Take good care of the extra key.
We suggest giving the extra key to the week responsible.