

Economics manual

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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 MobilePay
4. Opening the cash box once in a while and announcing it
5. Pay cash purchase
6. Check-up on names, addresses, e-mail addresses and phone numbers for all the women
7. Closure at the end of the week

Information/lists about the registered women from the office

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. Year 2021 the new system does not produce a stamkort for every woman. Instead there is list of registrations figuring everybody – under the name of the woman who did the enrolment.

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 near the week starts and mailed to the economics responsible or someone else on agreement. 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.

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

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 Unna. If the payment don't figure and can't be checked – the economics must follow up on that later on.

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

You can leave the stamkort with changes on them and enrolment forms in the camp 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

Prices	per day		per week	
	EURO	DKK	EURO	DKK
Standard: <i>If you have a normal paid job</i>	40	300	240	1800
Reduced: <i>Please apply for it at the Femoe-office before the camp</i>	30	225	174	1300
Children under 1 year free				
Children standard price 1-2 years	7	50	27	200
Children standard price 3-11 years	14	100	80	600
Children standard price 12-17 years	20	150	134	1000
Children reduced price 1-2 years	3	25	14	100
Children reduced price 3-11 years	10	75	60	450
Children reduced price 12-17 years	17	125	100	750
Activists (Full-time) standard price	30	225	174	1300
Activists (Full-time) reduced price	20	150	134	1000
Activists (Part-time) standard price	34	250	200	1500
Activists (Part-time) reduced price	24	175	147	1100
TRANSPORT	EURO		DKK	
Bus Copenhagen – Kragenæs (Harbour) or back (single ticket)	14		100	
Bus Kragenæs – Rødby	3		25	
The bus trip is free for children (but please make a reservation)	0		0	

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.

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.

If there is stamps in the cash box

If the stamps in the cash box are part of the total count for the cash box - when you sell stamps it is just an exchange of stamps and cash, no vouchers. If the stamps are **not** part of the total count – fill in a red income voucher, when receiving payments for stamps. Or a blue voucher if you don't receive money for the stamps (i.e. if you use a stamp to mail the cash book to the bookkeeper in the end of the week).

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, food, the bar, childcare group, new stuff, merchandise, *bixen*, diesel, stamps and other.

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

Cash, debit card and MobilePay

Payment can be in cash, MobilePay and we have got an iZettle cardreader that accepts major cards. It takes VISA, VISA electron, V pay, MasterCard, Maestro, Diners, American Express and JCB. And so far it has been functioning very well.

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. **The cash book has a separate colonna for debit card payments. Make the entry in the dedicated ‘dankort’ colonna and don't count that entry in the balance.**

The money goes directly into the bank and shall not be counted as income in the cash box.

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 debit cards is noted in the cash book as an expense – with a blue voucher. Not in the dedicated ‘dankort’ colonna. The money goes out of the cash box and is to be counted/shown in the balance.

Payments, cash, debit cards and MobilePay

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 card: Follow the one-page manual for use of the iZettle cardreader. Remember to print 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. is entered in the cash book as income. Bundle the debitcard receipts, pin them to a red income voucher and enter the amount in the decicated ‘dankort’ colonna.

MobilePay: We take mobilepay. Danish cellphone payment solutions. Only works with a Danish bankaccount. If a woman pays this way she must show you a receipt on her cellphone. This is the only way you know, that she has transferred the money. And her cellphone must have e really good connection – otherwise she won’t succed. Write a red income voucher and entry the income in the dedicated ‘dankort’ colonna.

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 – This year we don’t have accounts at the Høker. Food and drinks are bought via Dagrofa. So any purchaces at the Høker has to be payed in cash.

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.

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. The bix is optional. Not every week has one.

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 Josefine in a bundle with the cash book.
2. Make sure there are enough vouchers, 'dagsdato'-notes and what else is needed for the next economics responsible.
3. 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.
4. Start up a new cash book, in which you write the cash balance. Get the other person to sign it.
5. 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:

iZettle cardreader	"Bundle thing".
Calculator.	Writing materials.
Perforator.	Scissor.
Stapler.	

Folder containing the following forms and documents:

Cash books.	Plasticcharteques.
Participants forms (Stamkort)	Ass. pads.
Enrolment forms	Ass. envelopes.

The cash box contains:

'Dagsdato' recites.	Stamps.
Income- and expense vouchers.	Cash: max. kr. 3000,-
Yellow memo-notes.	

Bookkeeper: Josefine Palmø, Farvergade 27g, 2. sal, 315, 1463 København K
Cashier: Unna Unnerup, unnaunnerup@gmail.com, +45 26 83 87 43

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