



Treasurer's manual on Femø

Table of contents

Area of responsibilities	2
Day of arrival.....	2
How to fill out the cash journal	2
Payments – incoming.....	3
Payments – outgoing.....	4
More than 10,000 DKK in the register?	4
Closing up the week.....	4
Prices.....	5

Version 2023

Last edited: Spring 2023

By: Jo Palmø



Area of responsibilities

As treasurer you are responsible of:

- **AS PER SUMMER 2023: Sell stickers for the bar**
- Reconciliation of the cash register and balancing the cash journal
- Making sure everyone who did not pay for the week and/or the bus in advance pays (see the participants form for an overview)
- Refunding purchases by the participants on behalf of the camp
- Selling merch once during the week
- Closing up the week so everything is accounted for and ready for next week

Before your week you will receive the following lists:

- Participants form (stamkort): information about every participant's payment
- Overview of part time participant: arrival and departure dates

Please print these pages! Participants who paid during the week before arrival may not be listed on the participants form. Note them on the form and make sure they have paid (e.g. bank statements or receipt from the Femø office)

Day of arrival

Check list

- 1) As soon as possible after arrival you must count the cash register:
Compare the amount in the register with the amount stated on cash journal from last week (last week's treasurer should have left a new journal in the cash register with an amount listed)
 - ⇒ If the amount is correct: write OK next to the number
 - ⇒ If the amount does not match: recount the cash register and investigate further.
 - ⇒ A difference of ± 25 DKK is OK: write the difference as an expense or income in your week's journal with the text "cash difference"
- 2) Register all participants on the participants form:
 - Check payment and information. All participants must be on the participants form once you are done
 - If a participant lacks payment or has overpaid, it will be stated on the form. Make sure everyone has paid the correct amount.
- 3) Sells stickers for the bar. A ticker currently costs DKK 10 (pr. 2023). See the bar manual for a detailed description. Note: you are solely responsible for the accounting part of the bar.

In doubt whether a participant has paid?

Write down the payment on the form if the participant has a receipt for the transfer. Call the camp treasurer, Unna, on + 45 26 83 87 43 if they claim to have paid but do not have a receipt.

How to fill out the cash journal

In order to avoid mistakes it is smartest to write down payments in the journal along the way, count the cash register everytime you've opened it, and gather the blue payment receipts in correct order using one of the small blue archive things with metal sticks.



There must be a receipt for every expense (use the blue payment receipts and if possible clip the original receipt to the blue one)! Previously the treasurer also had to write a pink receipt for every earnings. The Femø office has spoken with an accountant and it turns out we do not need the pink receipts. However all earnings must be listed on the cash journal!

The cash journal

The journal is the paper where you write all earnings and expenses down. Start your week with receipt #1.

The draft has (new as of 2023) a column for whether the payment is bar or economy related. Tick the correct place.

The draft has only a revenue column for cash payments (so no MobilePay or card columns as of 2023). MobilePay and card payments do not need to be entered in the journal as they can be viewed by the accountant online. If a payment is made partly in cash and partly with MobilePay/card, you only need to enter the cash amount in the revenue column!

Debit card

Read the manual for the iZettle card reader. Remember to print a copy of the debit card receipt and write the participants name on it in case of confusion about the payment later on. Payments for the week, bus etc. is listed in the journal as an earning.

Receipts

Every expense must have a blue receipt and if possible the original receipt clipped to it. Make sure all receipts are in order when you send it to the book keeper.

Payments – incoming

Payments may only happen by card/MobilePay or cash. In special cases, a payment can be made via online bank transfer. Giro (Danske bank): reg. no. 0246, account no.: 229 64 03

For incoming payments you must use the cash journal and the cash register:

- Calculate the amount due (there is a calculator in the office cupboard)
- State the receipt number on the cash journal. Start with receipt number 1 etc.
- Tick the correct place for whether the payment is bar or economy related.
- Write an adequate description, e.g. “merchandise” or “camp payment”
- Write the amount in the journal as an income in the correct column
- If the participant wants a receipt you can write a day-date receipt and give it to them

Be careful to fill in the receipt clearly with name, week and amount. Same goes if several people pay together. Check the information with the participants form.

Accounts	
Week	New acquisitions
Bus	Childminder
Merchandise	Fuel
Food	Laundry at the harbour
Bar	Miscellaneous



Payments – outgoing

Cash distraints

If you pay out cash for purchases at Høkeren, farm sales, Alice at the harbor, etc., make sure that both you and the recipient sign the same blue receipt with amount and account stated. Get the original receipt if at all possible. Remember to write the expense in the journal.

Childminding

For every child participating the childminders may use 50 DKK to ice cream, happenings etc. Remember the blue receipt, original receipt and use the text “childminding” in the journal.

Blacksmith

Expenses to the blacksmith is paid by the Femø office. You do not need to do anything if they visit.

Eggs and potatoes

Purchases from the egg lady and Per must be paid in cash at the end of the week. They know we need a receipt.

More than 10,000 DKK in the register?

In the event of more than 10,000 DKK in the register please call the camp's treasurer Unna (+45 26 83 87 43) and make arrangements. Do not empty the register completely of cash.

Closing up the week

Check list:

- Purchases from the egg lady and Per must be settled with cash on Friday or Saturday
- Count the cash register and check that it matches the amount in the cash journal.
- Start a new cash journal where you write the amount in the register. Sign the journal yourself and have another person sign too. Put the new cash journal in the register.
- Fill and sign the transfer document. Put the transfer document in the register.
- Make sure there are enough pink and blue receipts, day-date papers etc. for next week. If anything is missing please call the office.
- Give the key to the new treasurer or find a person in charge from the next week if you don't overlap
- Before the following Tuesday: Send all receipts, journals, participants forms etc. to the book keeper Sara. Use an A4 envelope with postage on it in the office cupboard, write *Sara Dilling, Lærke Allé 7, 2635 Ishøj* on it and mail it.



Prices

Price for stay	Per day		Per week	
	<i>EURO</i>	<i>DKK</i>	<i>EURO</i>	<i>DKK</i>
Full price (working)	40	300	240	1800
Reduced price (unemployed, students, pensioners and others on low incomes)	30	225	173	1300
Child (<1 year)	Free	Free	Free	Free
Child (1-2 year)	7	50	27	200
Child (1-2 year, reduced price)	3	25	13	100
Child (3-11 year)	13	100	80	600
Child (3-11 year, reduced price)	10	75	60	450
Teen (11-17 year)	20	150	133	1000
Teen (11-17 year, reduced price)	17	125	100	750
Full activist price (workshop holders, week team, treasurer, truck responsible and bar responsible)	30	225	173	1300
Reduced activist price	20	150	133	1000
Full part time activist price	30	225	200	1500
Reduced part time activist price	23	175	133	1000
Pre and aftercamp, food responsible, swiffers and childminders (including bus fair)	Free	Free	Free	Free
Bus price (children are free)		One way		Both ways
Copenhagen – Kragernæs	13	100	27	200
Nørre Alslev – Kragenæs	3	25	7	50
Rødby – Kragernæs	3	25	7	50

- ⇒ Part time activists: The person responsible for the week/week team/secretariat decides who is a part-time activist. It can be two people who share the job as truck manager or a childminder who only “works” 1-2 days during the week. No credit
- ⇒ No refund. In special cases one may apply for a dispensation by contacting the secretariat. If a participant becomes an activist during the week they may need money back. In that case you just pay out the money as you would in any other situations
- ⇒ 1 day at the camp = 2-3 meals. For example if you arrive late in the evening and do not have dinner the day does not count until the next morning. But if you arrive in the afternoon and eat dinner and breakfast the next day it is 1 day even if you do not have lunch. You can instead pack a lunch. Use your common sense in case of doubt
- ⇒ Paid deposit counts as a registration, collect the rest

Have a great time as treasurer and a fantastic week!

Book keeper: Sara Dilling, Lærke Allé 7, 2635 Ishøj

Camp treasurer: Unna Unnerup, unnaunnerup@gmail.com, +45 26 83 87 43

~ Take care of the extra key. We recommend giving it to the person responsible for the week ~