



Economics manual on Femø

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Area of responsibilities

As economy responsible you are responsible of:

- AS PER SUMMER 2023: Sell stickers for the bar
- Reconciliation of the cash register and balancing the daybook
- 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 have to count the cash register:
Compare the amount in the register with the amount stated on the daybook from last week (last week's economy responsible should have left a new daybook 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 daybook 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) Sell stickers for the bar. A sticker currently costs DKK 10 (pr. 2024). 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 economy responsible, Unna, on + 45 26 83 87 43 if they claim to have paid but do not have a receipt.



How to fill out the daybook

In order to avoid mistakes it is smartest to write down payments in the daybook along the way, count the cash register every time you have 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 economy responsible also had to write a pink receipt for every earnings. The Femø office has spoken with an auditor and it turns out we do not need the pink receipts. However, all incoming payments must be listed on the cash journal!

The daybook (Danish: kassekladde)

The daybook is the paper where you write all incoming payments and expenses down. Start your week with receipt #1.

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

The daybook has only a revenue column for cash payments (so no MobilePay as of 2023). MobilePay does not need to be entered in the daybook 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!

Payments for the week, bus etc. is listed in the daybook as an income.

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 accountant.

Payments – incoming

Payments may only happen by MobilePay or in cash. In special cases, a payment can be made via online bank transfer. Name: Foreningen Femø, Address: Gothersgade 37. Zip code: 1123, City: Copenhagen, Country: Denmark, Account no/IBAN: DK6830000002296403 BIC (SWIFT): DABADKKK/ Danske bank: reg. nr.0246, kontonr.: 229 64 03.

For incoming payments you must use the daybook 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	Child activist
Merchandise	Fuel
Food	Laundry at the harbour
Bar	Miscellaneous

Payments – outgoing

Payments in cash

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.

Child activist

For every child participating the child activists may use 50 DKK for ice cream, mini golf, other activities. Remember the blue receipt, original receipt and use the text “child activist” 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 economy responsible Unna (+45 26 83 87 43) and make arrangements. We might have to pay some of our collaborators on the island. Do not empty the register completely of cash.

Closing up the week

Check list:

- Purchases from the egg lady and Per must be settled in cash on Friday or Saturday
- Count the cash register and check that it matches the amount in the cash journal.
- Ideally, there should not more than 5000 DKK in the cash register. If there are more than 10.000 kr. in the cash register: Take a good amount with you and transfer the money by bank to Femøs bank account:
Name: Foreningen Femø, Address: Gothersgade 37. Zip code: 1123, City: Copenhagen, Country: Denmark, Account no/IBAN: DK6830000002296403 BIC (SWIFT): DABADKKK/ Danske bank: reg. nr.0246, kontonr.: 229 64 03.
- Start a new daybook where you write the amount in the register. Sign the daybook yourself and have another person sign too. Put the new daybook 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 economy responsible 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	
	EURO	DKK	EURO	DKK
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, economy responsible, 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 – Kragenæs	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 responsible or a child activist who only “works” 1-2 days during the week. No credit
- ⇒ No refund when leaving early unexpectedly. In special cases one may apply for an exemption by contacting the Secretariat. If a participant becomes an activist during the week they may get 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. Use your common sense in case of doubt

⇒ Paid deposit counts as a registration, collect the rest

Have a great time as economy responsible and a fantastic week!

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

Camp economy responsible: 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** ~