

15.11.2015

Members,

This e-mail is important and summarises changes in the terms and conditions for continued use of 623 Club.

Members are reminded that Club is a not-for-profit organisation with a voluntary management committee and operated for the benefit of Members and their children.

#### *Background*

Cash-flow has again poor. Significant management and committee time is currently spent on chasing Club debtors. The situation is particularly problematic with Holiday Club where many bookings are not made in good time and as at half term several invoices from the summer remained outstanding. This situation does not allow optimal planning and is not sustainable – the following changes to Club T & C's are therefore to be implemented.

#### *After School Club*

- Members must now sign and date receipt of invoices when issued – this is to ensure clarity with regards issue of and receipt by Members
- As previously notified a £10 penalty is to be applied to invoices after 30 days if not paid – this will be applied to this half term's invoices
- Note - non cash payment is preferred, i.e. bank transfer (please quote child's surname as payment reference) or cheque

#### *Holiday Club*

In addition to the above, the following will also apply to Holiday Club:

- Bookings to be made at least 4 weeks in advance of holiday – change to be implemented for half term holiday February 2016
- Decision to be taken on viability of Holiday Club 4 weeks prior to commencement
- Members who don't use After School Club are required to pay in advance when making booking
- All Members are required to be up to date with invoices when making bookings

#### *Future*

- Should cash-flow not improve we will need to reduce payment terms to 21 days.
- Members should also be aware, that we are also investigating the option of utilising on line booking with payment in advance. Whilst this would alleviate many of the current booking / payment issues, we are aware that this would ultimately result in additional costs and not be as flexible for Members. Any comments or feedback on this option would be welcome.

Regards

Richard Nicholson  
Chair  
623 Club