



## Quiz and Games Machines from ClubNet

### Monthly collection process

**EFFECTIVE JUNE 2009**

**It is essential that all participating clubs follow this new process.**

Following the process will also **ensure that your Club receives its payments on time.**

**Preparation** (unless you have agreed with the supplier that they will perform collections)

- You should already have received a **paying-in book** from our Partner Supplier. If you have NOT received this, you should contact them immediately – failing that, contact us using the link in the top right of the ClubNet website
- You should have been shown **how to collect the cashbox and read the meter**. If you have any questions about to do this, please call your supplier.
- You need to **supply payment details to ClubNet** so we can make payments to your Club - go to [www.clubnet.org.uk/my-clubs.aspx](http://www.clubnet.org.uk/my-clubs.aspx), log in, and click on “profile” for your Club to check that your details are complete, and update them where necessary

#### Key dates

- **24th of the month:** collection and meter reading is due on this date each month
- **Last day of the month:** full amount of the collection is due to be banked each month

#### Monthly process

Action	Due date each month
Collect takings from the machine(s) and read the meter(s)	<b>24th</b>
Go to <a href="http://www.clubnet.org.uk/my-clubs.aspx">www.clubnet.org.uk/my-clubs.aspx</a> , then click “manage” Quiz and Games Machines and follow the link to submit the collection amount(s) and meter reading(s)	<b>26th</b>
Bank the <b>full amount</b> of the collection using the paying-in book supplied	<b>Last working day</b>

Your collections, meter readings and bankings will be reviewed and verified. Our Partner Supplier will contact you if they have any queries.

#### Receiving your payments

- ClubNet will obtain your Club's share of the takings from our Partner Supplier and pay this to you in accordance with our quarterly payment cycle. See [www.clubnet.org.uk/terms-conditions.aspx/#PaymentTerms](http://www.clubnet.org.uk/terms-conditions.aspx/#PaymentTerms) for full details
- **Delays in submitting collection amounts or meter readings, or late bankings, may cause your payment to be delayed to the next quarter's payment run**
- It is your responsibility to ensure that payment details are kept up to date. If your Club Treasurer moves house or another person takes on the role, or if the Club's bank details or VAT status changes, you must update these details promptly – log in at [www.clubnet.org.uk/my-clubs.aspx](http://www.clubnet.org.uk/my-clubs.aspx) then click on “profile” for your Club