



## The Institute of Quarrying Australia

IQA Operational / Branch Procedures / Section 9.11

### **Branch & Sub-Branch Function Registration Procedure**

This procedure outlines the most appropriate and effective methods of registering and receiving payment for attendees at Branch and Sub-Branch functions effective from 1 June 2013.

#### **9.11.1 Pathway 1: Online registration and payment.**

Online registration and payment system is available in the IQA website STORE. This information will be automatically captured in the online reports with an automatic report emailed through to the Branch and Sub-Branch delegate as well as to National Office personnel. The user will also receive automatic confirmation of their registration and an automatically generated Tax Invoice/Receipt for their records. This is an effective, efficient, immediate and secure method of recording registrations and receiving payments. Please note: the new online registration and payment system has the capacity to hold as many options/levels of registration for one event as required by the Branch and Sub-Branch.

#### **9.11.2 Pathway 2: Electronic funds transfer via a fax registration.**

Electronic Funds Transfer (EFT) from a website-generated Fax Registration and Payment form will be available for use to all IQA Branches and Sub-Branches. This option is to be selected at the discretion of the relevant IQA Branch and Sub-Branch Committee. This option provides information that is also manually captured daily by the Finance Officer and forwarded to the respective branch/sub-branch delegate within 24 hours.

Completed Fax Registration and Payment forms are to be submitted in WORD doc format to the IQA General Manager for uploading to the website against the event and will be listed in the FAX REGISTRATION AND PAYMENT button next to the ONLINE REGISTRATION AND PAYMENT button.

#### **9.11.3 Pathway 3: Companies requiring Invoices.**

All invoices are to be created either through the Finance Office or from the central MYOB accounting package. The Branch and Sub-Branch should include their fax number on the Fax Registration and Payment form for the designated Branch and Sub-Branch representative to receive all faxed orders for the specific event. Once received, the invoice request is to be forwarded to the Finance Office, scanned or faxed, for invoicing.

Branch administrators and sub-branch treasurers will be responsible for collecting any overdue debts incurred by their branch/sub-branch.

#### **9.11.4 Pathway 4: Manual form registration and cheque payment.**

Cheques are to be mailed to the IQA Membership and Awards Officer at PO Box 6447 North Ryde NSW 2113, payable to the "Institute of Quarrying Australia" accompanied with applicable details to identify delegate/s and event. This type of payment will not be automatically recorded in the website's reports as basically it is a manual transaction and not electronic. Details of these payments will be forwarded to the respective Branch and Sub-Branch delegate by the IQA Membership and Awards Officer in a timely manner

*The Branch and Sub-Branch must include their fax number on the Fax Registration and Payment form for the designated Branch and Sub-Branch representative to receive all faxed orders for the specific event. The Branch and Sub-Branch representative will then use the online registration and payment system to capture the faxed information as per Pathway 1. Once this information is recorded as per Pathway 1 the user will receive an automatic confirmation of their registration and an automatically generated Tax Invoice/ Receipt for their records. The information will also be automatically captured in the online reports with an automatic report emailed through to the Branch and Sub-Branch delegate as well as to National Office personnel.*

#### **9.11.5 General**

Each IQA Branch and Sub-Branch event will remain 'live' on the website for 48 hours after the event for registration and payment information to be uploaded by the Branch and Sub-Branch representative for those delegates who did not register and pay prior to the event commencing.

By choosing this option the Branch and Sub-Branch is undertaking the online registration and payment on behalf of the delegate. Therefore, this option removes the procedure of manually recording credit card details onto a deposit slip and sending them to the bank for processing.

All completed PDF Registration Forms must be kept in a secure file by the respective IQA Branch and Sub-Branch and submitted annually to the IQA Finance Officer along with all other documents required for archiving.

The Branch and Sub-Branch should have available a laptop with access to the internet to process the registration and payment at the event for those delegates who haven't had time to register and pay prior to the commencement of the event.

The IQA National Office can only receive faxed PDF registration and payment forms for requests for invoices. All other forms will be returned to the relevant Branch and Sub-Branch for processing. However, the IQA National Office is available to offer a fee-for-service contract to any IQA Branch and Sub-Branch if they would like the IQA National Office to process these registrations and payments on their behalf.

#### **9.11.6 Items to note:**

- 1)** Definitely no cash payments to be received for any IQA Branch and Sub-Branch function.
- 2)** There will no longer be the option of Branches and sub-branches making their own bank deposits at their local bank. All deposit books are to be forwarded to the Finance Office for archiving.
- 3)** Pathways 1 and 2 offer a much more streamlined approach.
- 4)** Companies requesting to pay on receipt of a Tax Invoice must request an official IQA Tax Invoice from the IQA Finance Officer with payment on receipt of invoice.