



Tent Leader Treasury Agreement

North NSW Conference Big Camp

Thank you for taking on the role of Tent Leader for Big Camp.

Each tent has been given a budget to be used to run their programs. You will be notified of your budget amount separately. This budget is to include all expenses including PA hire required along with any volunteer meals and accommodation you may wish to provide to your team. If activities and/or crafts are included in your program, you may charge an amount per child to assist in covering this. Please note that any fees charged will include GST. Therefore, if you charge \$33 only \$30 will end up in your budget for you to use. As tent leader, it is your responsibility to ensure that spending for your department is kept within budget.

As a tent leader you will be required to make purchases and email all tax invoices / supporting documents to nswaccounts@adventistorg.au to be reimbursed by NNSW Conference. Further, the Conference Camp Buyer with a UGC Master Card or the Conference finance team can process any payments on your tent's behalf for more expensive items directly to the supplier. If you would like the Conference finance team to process this for you, please send through a copy of the invoice along with the supplier's bank details (BSB, account number and account name) to nswaccounts@adventistorg.au. Please note that the Conference processes accounts payable on a Thursday and documentation needs to be **submitted by 5pm Tuesday** to ensure that it will be included in that week's run.

Valid tax invoices need to be collected for all purchases. A valid tax invoice has the words 'Tax Invoice', the ABN of the supplier and GST details if registered for GST. If no valid tax invoice cannot be provided, the Conference Senior Accountant needs to be notified. Please note that this is an Australian Tax Office requirement.

Closer to camp, if your tent requires a cash float for sales (e.g. activities, crafts), **2 weeks' notice** needs to be given to nswaccounts@adventistorg.au. It will be available for pick up from the main office once at Stuarts Point. **Expenses are not to be paid out of the cash float.**

North NSW Treasury looks forward to working with you in making a positive contribution to the Big Camp experience.

Seventh-day Adventist Church (North New South Wales Conference) Limited

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Tent Leader Agreement

- I understand that I will be given a budget for the exclusive use of the tent I am responsible for. I may be personally responsible for costs exceeding expenditure budget and additional costs resulting from deviations from the most economical and practical option.
- I agree to make purchases that balance quality and price, ensuring they reflect responsible stewardship
- I agree to make purchases using EFTPOS or EFT wherever possible.
- I agree that no personal items for myself or others will be purchased using NNSW Conference's funds.
- I agree to submit valid tax invoices and my bank details for camp purchases within the allocated budget to nswaccounts@adventistorg.au for reimbursement within **15 business days** following BigCamp. **Failure to provide any documentation or meet this deadline or exceeding the budget may result in no reimbursement or payment.**
- I agree to count and sign in and out with Conference Finance team when handling cash. Whenever possible, I will store the cash at the Conference safe or another secure, locked place.

Name of Tent Leader: _____ Tent: _____

Signed: _____ Date: _____