

FINANCE POLICY

This policy is to guide PCV clubs, zones and staff in payments owing to PCV

TERMS OF PAYMENT

1. All terms are 14 Days. All payments should be made within this time from receipt of invoice.
2. Affiliated clubs and zones will be granted 45 days from invoice before a request for payment is made by PCV, to allow for at least one club meeting cycle and the need for some member clubs to authorise payments. Where clubs and zones are authorised to make payments outside of the club meeting scheduled it is expected payments are made within 14 days.
3. At 7 days overdue (21 days from invoice date for commercial payers and 51 days from invoice date for club payers) an email reminder will be sent, reminding of the overdue amount and to contact PCV if having any difficulty in making payment.
4. At 14 Days overdue an email reminder will be sent to all contacts on the PCV contact manager advising of the late payment and reminding of the PCV policy that interest will be added at 1% pcm (12% pa) for all overdue amounts if not received within a further 7 days, and to contact PCV if having difficulty making payment. PCV services such as insurance may be affected should the club/zone/commercial business account remain unpaid.
5. At 21 days overdue the club/zone/commercial business will be telephoned and a request for payment will be made. A new invoice will be issued with interest added. All services suspended until payment made.

At all times PCV staff will endeavour to assist member clubs with payment of outstanding amounts by taking into account individual club circumstances.

Policy Version Table

VERSION	Version No.	Version Date
Implementation version	VDEC2018	3 DEC 2018