

## **INSTRUCTIONS FOR QUARTERLY REPORTING**

At the end of each quarter the POC completes two forms: the Report to the Treasurer and the ESCV After Action Report (Using the electronic reporting form). Both forms require some of the same information and it is therefore imperative that they have the same numbers for these items.

The After Action Report requires these figures: Total walkers, credit walkers, and New Walker coupons & ESCV Incentive Coupons. These numbers are submitted electronically to AVA which then uses them to bill our club for AVA's portion of the walk fees. You should submit the numbers thru electronic filing to Eileen Skinner, but fill out the paper form for your use in doing so and as a record.

The treasurer's report focuses on money collected: credit fees, new walker coupons and ESCV incentive coupons, books sold, etc.

It sometimes happens that you may have more walkers on the registration form than you have corresponding fees received. Walkers may have done the walk in the current quarter but they do not send their fees to you until the following quarter. e.g. You have 25 walkers register during a quarter. However, you have not received the fees yet for walkers 21 and 25. On the treasurer's report you should report walkers # 1-20, 22-24. Your total walkers figure for the quarter is 23, not 25, and this is the number you should report on the After Action Report.

Fees for walks done in a previous quarter but received after the report submission for that quarter should be reported in the quarter in which you receive them and the walkers counted in that quarter's totals. If the fee is never received, then the walker will not be counted.

**The numbers you enter on the Treasurer's report for "A" awards, IVV credit only, ESCV credit and ESCV incentive coupons should be added together to get the figure for the credit walkers total on the After Action Report. New Walker coupons entries & Incentive coupons (ESCV) should be the same for both reports. The sum of these three figures should be the same as the Total Walkers.**

Note: "ESCV credit" walkers are also known as "frequent walkers"

The frequent walker credit is now available for the entire calendar year once three walks have been done at the full fee the walker pays 1/2 for the rest of the year for that walk only.