

Questionnaire

1. How often do you bill invoices?

AT THE BEGINNING OF EACH SCHOOL TERM,
I.E. THREE TIMES PER YEAR

2. How many invoices do you bill?

IT VARIES DEPENDING ON MEMBERSHIP
BUT SO FAR, UP TO 55

3. What method/program do you use to store the data?

MICROSOFT EXCEL
MICROSOFT WORD

4. What data is stored on the current system?

(EXCEL) - NA	NAME OF MEMBER	OUTSTANDING INVOICES / SUMS
	NAME OF PARENTS	BANKING DATES
	ADDRESS	MEMBERS WHO HAVE LEFT
	INVOICE NUMBER	NOTES
	AMOUNT (\$30)	(WORD) -
	SIBLINGS DISCOUNT	SELECTED DATA FROM ABOVE
	MONEY RECEIVED.	AS PER PRINTOUT

5. How is data stored on the current system?

MANUAL INPUT INTO EXCEL AND MANUALLY
TRANSFER COPIED TO WORD AS NECESSARY

THIS CAN BE NUMBER OR WORDS, WITH
SOME FORMULA INPUT INTO EXCEL