

# ONTARIO 5 PIN BOWLERS' ASSOCIATION

## 2005-2006 INCENTIVE PROGRAM

The Incentive Program will run from **OCTOBER 1ST THROUGH APRIL 30TH** each year with the exception of the Secretary's Division. Convention Questionnaires, Executive Listing, and Supplies Order Form are due prior to September 1st. When awarding any points that have a deadline date, we will be using the post-mark on the envelope. If post-mark not indicated or not readable, then a three-day grace period after the deadline will be used. For electronic reporting, the electronic date stamp from the e-mail submission will be

**EXTRA POINTS WILL NOT BE AWARDED TO THOSE CHAIRS WHO SUBMIT MORE THAN ONE REPORT FOR THE MONTH OR REPORTING PERIOD. NO POINTS WILL BE AWARDED FOR ANY PAPERWORK RECEIVED NOT COVERED BY THE INCENTIVE PROGRAM.**

### ZONE/D.C. TREASURER POINTS

<b>25 Points</b>	<p><b><u>Monthly Report Form - Bank Reconciliation</u></b></p> <p><b>25 Points</b> will only be awarded for the monthly reports submitted into the office within <b><u>30 days after the monthly meeting</u></b>. Only one report is expected monthly, for each bank account registered in your Association's name. The report must also be complete with the bank statement and signature of your President, verifying that he/she agrees with the balance. <b><i>NO POINTS WILL BE AWARDED UNLESS A COPY OF THE BANK STATEMENT OR BANK PASSBOOK ACCOMPANIES THE REPORT.</i></b></p> <p><b>2 Point Deduction</b> will be awarded to all Zone and D.C. Associations who do not file their monthly Treasurer Report forms with bank statements to the Provincial Office each month.</p> <p><b>10 Bonus Points</b> will be awarded to all Zone and D.C. Associations who file bank statements and reconciliation forms electronically who arrange suitable President's authentication with the Provincial Office.</p>
<b>25 Points</b>	<p><b><u>2005-2006 Insurance Registration Form</u></b></p> <p><b>25 Points</b> will be awarded to the Treasurers who submit this report on or before <b><u>FRIDAY, OCTOBER 28th, 2005.</u></b></p> <p>PLEASE KEEP IN MIND THAT IT IS MANDATORY TO COMPLETE THIS FORM IN ORDER TO HAVE YOUR FUNDS PROTECTED. YOU MUST ALSO SUBMIT THE MONTHLY REPORT FORM-BANK RECONCILIATION COMPLETE WITH BANK STATEMENTS AND THE PRESIDENT'S SIGNATURE FOR ALL ACCOUNTS REGISTERED TO YOUR ASSOCIATION. <b><i>NOTE: IF YOUR ASSOCIATION FAILS TO SUBMIT MONTHLY REPORTS WITH BANK STATEMENTS IN EXCESS OF TWO MONTHS, YOUR BONDING WILL BE IN JEOPARDY.</i></b></p> <p><b>5 Point Deduction</b> for all Zone and D.C. Associations who do not file this report with the Provincial Office by the <b><u>FRIDAY, OCTOBER 28th, 2005</u></b> deadline.</p>

<b>10 Points</b>	<u><b>Remittance Forms</b></u> <b>10 Points</b> will be awarded per month for a minimum of one (1) remittance form submitted to the office during the one month period. Points will be awarded for the first form submitted only no matter how many forms are sent in during the 30-day period.
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<b>25 Points</b>	<u><b>Post-Dated Membership Cheques</b></u> <b>25 Points</b> will be awarded to those associations who submit their three post-dated membership cheques prior to <b>FRIDAY, OCTOBER 28th, 2005</b> . These points will be awarded to those associations who also pre-pay their membership dues in total prior to the deadline date. <b>10 Point Deduction</b> will be awarded to all Zone and D.C. Associations who submit their three (3) post-dated membership cheques to the Provincial Office after the <b>OCTOBER 28th, 2005</b> deadline. This is not applicable to those associations who pre-pay their membership in
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<b>50 Points</b>	<u><b>Payment of Mandatory Invoices</b></u> <b>50 Points</b> will be awarded to those associations who pay their mandatory invoices within their established due dates.
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<b>50 Points</b> + <b>25 Points Deduction</b>	<u><b>Payment of Youth Challenge and Open Entry Assessments</b></u> <b>50 Points</b> will be awarded to those Zone Associations who pay their Youth Challenge and Open Entry Assessment invoices on or before the zone roll-off dates. <b>25 Points</b> will be <b>DEDUCTED</b> for those Zone Associations who pay their Youth Challenge and Open Entry Assessment invoices after the zone roll-off dates.
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<b>1 Point Deduction</b>	<u><b>Payment of Invoices</b></u> <b>1 Point</b> will be deducted for each and every invoice that is not paid within 30 days. Once a past-due notice has been issued, there will be a grace period of 7 days for overlapping of cheques being caught in the mail.
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<b>NOTE</b>	<b>TO BE CONSIDERED A FINALIST IN THE TREASURER CATEGORY, ALL MONTHLY REPORTS WITH BANK STATEMENTS MUST HAVE BEEN RECEIVED IN THE OFFICE INCLUDING THE INSURANCE REGISTRATION FORM.</b>
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