# Contact details

## Erg hire invoices:

Xpress: treasurer@xpressbc.org.uk

City: [treasurer@cityrc.co.uk](mailto:treasurer@cityrc.co.uk)

City like to get the breakdown spreadsheet emailed to them with their invoice.

Kim Rutter: masters@robroyboatclub.org.uk

Matt Lowther: matt.lowther@rhpartnership.co.uk

Sue Brown (St Mary's School): susanbrown66@btinternet.com (forgot to say -

we have an agreement with them that they pay £16 per session, so it doesn't

matter how many ergs are booked/how long they are booked for, just charge

£16 per time).

## Insurance:

It’s best to try and get this sorted before you leave college for Christmas, as getting responses from people over the holidays can be tricky.

Chris Moon: [chrism@lovatins.co.uk](mailto:chrism@lovatins.co.uk)

For the past few years, Phil Thorpe from NW Brown <Phil.Thorpe@nwbrown.co.uk> has been trying to get us to change to his company. I received a quote for 2013 but as it was only £500 cheaper and we had no knowledge of the company’s reliability, we decided to stay with Lovat as Chris Moon’s performance has been impeccable.

## Accounts office:

Suzanne Butt: sb792@cam.ac.uk (email about statements for the capital

account or about putting subs on people's bills)

Bridgette: bb349@cam.ac.uk (email if you need cheques written from the

capital account. When you ask for cheques from the capital account you need

to cc Lianne into the email, Lianne will then reply to say that she approves

the transaction).

## Lianne:

liannefrost@googlemail.com

# JCR Report

There’s a big pre-done one in Matt’s folder. You basically just need to change dates & relevant details until it gets to the budget breakdown page.

Also contains a boat buying plan.

They will give you £8000 and £5000 but it’s worth asking for more.

# Steering committee report

Review of the previous year and proposed budget. (This year you might need to include provisions for moving boathouse)

# Charging for equipment

Email webmaster for the list of everyone using the erg booker.

The sheet gives the start and end slots chosen by whoever did the booker. The total time in hours = (end slot – start slot + 1) / 4

The ergs are numbers 0 – 7

£2 pppe, £25 per outing for any boat

Rack rental: £120 for a year to rack the sculls (starting 1st Jan). Don’t charge for the double, Inka, Ulrike: Jan-Dec

Nicholas: Mid Sept-Mid Sept

Maria: Jan-Dec

Xpress VIII October to October

# Training camp

College have given us £4500 towards the camp for the past two years, but this will have to be checked with college as soon as the trip starts being planned (Nick should do this). I sent the documents titled “Boat club training camp expenditure” to Helen Willows in the accounts office and she sorted out cheques into the boat club to cover the college contribution. The document just gives a breakdown of the costs of the camp and shows where the funding is coming from. I didn’t do this until I’d got all the information through about the camp (didn’t get Nick’s expenses until May)

# Website

HSBC business

CCBConline

appl3p131ama

Then type in the number from the little black toy

# Remittance Advice

From: Matt Pryn [mailto:mp550@cam.ac.uk]

Sent: 16 May 2012 23:48

To: Nicola Thompson

Subject: RE: Remittance advice

Dear Nicola,

I have just made another transfer of £48 to cover invoice 22307, reference

CHRISTSCOLBC-0219. This is to cover four VIIIs registrations for Christs

College Boat Club.

Many thanks,

Matt

Treasurer 2011-2012

Christs College Boat Club