



Ontario 5 Pin Bowlers' Association

2023-2024 Incentive Program

The Incentive Program will run from the period of SEPTEMBER 15th through MAY 15th each year **unless otherwise stated**. When awarding points that have a deadline date, we will be using the date and time of the emails delivered to the O5 Office.

No extra points will 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 that is not covered by the Incentive Program.

Please Note: We will only be allocating points for items sent electronically to results@o5pba.ca, incentive@o5pba.ca, minutes@o5pba.ca, membership@o5pba.ca, entries@o5pba.ca or financials@o5pba.ca this season. We can assure you that by submitting your information to one of these locations, anyone needing the information has access to it. There is "no" need to copy anyone such as office staff or board as they will get the email automatically. **Please ensure that the subject line of each email summarizes what is included and do not attach multiple items to multiple email addresses.**

Zone/DC Treasurer Points:

Points will be awarded to those Zones/DC Associations who submit their required reports by the specified dates. **New this year**, please scan copies of the reports and email them to financials@o5pba.ca before putting anything in the mail that the office needs to have a hard copy of. (Example: Bank forms, cheques, etc.)

- 1) **25 Points each will be awarded to** all Zone and DC Associations who submit their **2023-2024 Banking/Insurance Registration and Bonding Fees Paid forms** by email to financial@o5pba.ca before **November 6, 2023**

Note: If the Banking/Insurance and Bonding Forms are emailed before **October 16, 2023** both the Treasurer and the Zone will receive the Points.

- 2) **Monthly Bank Reconciliation Form emailed to financials@o5pba.ca within:**
 - 50 Points** – 0-10 days of the monthly meeting
 - 30 Points** – 11-20 days of the monthly meeting
 - 10 Points** – 21-30 days of the monthly meeting

(Only one form is required monthly for each bank account registered in your Association's name). **The President must sign the Treasurer's report and it must be accompanied with the initialled corresponding bank statement verifying the bank balance and a brief summary.** (The date and time of the email will be the deciding factor in Points awarded).

Note: By the President initialling the bank statements we know they are in agreement with their Zone/DC financial situation. It is NOT NECESSARY to forward ledger sheets. It's also very important to not have two signing officers of one family or residence sign any documents for the Association together. If the President is also the Treasurer, another signing officer on the accounts must sign and or initial the Treasurers forms. **Continued on next page**

- 3) **100 Points** will be awarded to all Zone and DC Associations who pay **Membership Invoices** on time (**33 Points** allocated November 1; **33 Points** allocated December 1; and **34 Points** allocated January 1). Furthermore, if Membership is paid in full by November 1, 2021, **25 Bonus Points** will be awarded.
- 4) **25 Points** will be awarded to all Zone and DC Associations who pay each of their **Assessment Invoices, within 30 days of the due date. Points will be allocated as they are confirmed by the Provincial Office.** (Example: High-Low Assessment Invoice)

New this season: Scan and send a copy of the Treasurer's Monthly Remittance Form identifying the Invoices being paid and a copy of the cheque(s) to financials@o5pba.ca.

- 5) **50 Bonus Points** will be awarded to all Zone and DC Associations who have paid all their invoices on time throughout the season.

Note: No points will be awarded for invoices paid with an NSF cheque to the O5PBA.