Just a reminder to all Masterpoint Secretaries, when you submit any awards to the Centre electronically, you MUST include your club number and the award totals contained in the file(s) submitted.

If you use the online forms, you will be prompted for your club number, and the award totals are automatically calculated for you.

If you are still using the paper forms, your club number is already printed on each sheet. You must total up each page, and write the overall totals on the front sheet.

For clubs from participating states that use Authorisation Numbers (AN) for submitting their red points, your AN number must match the awards you submit. If your submitted awards do not match what you have been authorised for, then your submission will be rejected.

Recently, I have processed a few submissions when this was not the case, because I trusted the person sending in the awards, and have been caught out. In the future, all such submissions will be rejected automatically.

**STATE COMMISSIONS**

Effective from the end of Q2/10, all state commissions will be paid electronically, 6 weeks after the end of each quarter. Payment days being 15th of February, May, August and November. Will all state associations/federations send their account details to the Centre as soon as possible so there is no delay in payment of their commission.

**ELECTRONIC PAYMENTS**

A few clubs make their payments to the Centre electronically (which are free!), but the vast majority still pay by cheque. I would strongly encourage all clubs to make their payments electronically directly from their bank account to the Centre. The Centre’s account details:

BSB: 082-968 Acc No.: 75496314 are shown on each invoice. This will not only save you postage, but also the cost of each cheque. Remember, include your **club number** with payment.

**NEXT UPDATE for MAY**

The deadline for getting your awards to the Centre in time for the May update is Monday 3rd May at Midnight local time.