SRC Meeting Pricing Structure

The SRC asks for 50p per head for each 30 mins of your meeting, or the minimum donation for your timeslot, whichever is greater on the day. This means:

**£1 per head for meetings of 1 hour  
£1.50 per head for meetings of 1 hour 30 mins  
£2.00 per head for meetings of 2 hours**

The minimum donations are £5 for 30 minutes off-peak OR £15 for 30 minutes at peak time. **If the £-per-head amount is greater than the minimum donation on any given day, then you must pay the £-per-head amount.** Peak times are Monday to Friday 6pm-9pm and Saturday to Sunday 10am-1.30pm & 6pm-9pm

There are no meetings with any fixed rates or special deals. Some meetings choose to pay more to help support the SRC but this is at their discretion.

**Example 1:**

Meeting length: 1hr

Time slot: off-peak

Attendance: 6 people

Minimum donation: £5 x 2 = £10

£-per-head amount: 6 x 1 = £6

*The greater of the two amounts is £10, so this is the amount to pay for this meeting.*

**Example 2:**

Meeting length 1hr 30mins

Time-slot: peak

Attendance: 50

Minimum donation: £15 x 3 = £45

£-per-head amount: 50 x 1.5 = £75

*The greater of the two amounts is £75, so this is the amount to pay for this meeting.*

**Example 3:**

Meeting length 2hrs

Time-slot: off-peak

Attendance: 42

Minimum donation: £5 x 4 = £20

£-per-head amount: 42 x 2 = £84

*The greater of the two amounts is £84, so this is the amount to pay for this meeting.*

**To pay the correct amount Treasurers must do a head count at their meetings, calculate the amount due and send the baskets around again if the above amounts have not been generated**

Treasurer’s Report Form

All groups must complete and return an accurate treasurer report form every month. Failure to do this will jeopardise the future of your meeting. These forms enable us to track bank payments made by your meeting and ensure clarity around the amount each group is paying. Payments should be made at the end of each month for the meetings you have held during that month.

**Payments must be made by the 5th of the following month.** (eg if you are paying for the month of February, your payment must be made by 5th March)

The SRC banks at METROBANK and deposits can be made by transfer or in person (nearest branch to SRC is Holborn across from the tube station)

Acct Name: **Soho Recovery Centre Business Instant Access Account**

Acct Number: **24149285** Sort Code: **23-05-80**

**PLEASE ENSURE YOU ONLY PAY INTO THIS EXACT ACCOUNT AND INCLUDE A REFERENCE WITH THE PAYMENT** (e.g. Friday 6pm meeting =FRI6PM - otherwise we have no idea who the payment is from)

Please email this form to [accounts@sohorecoverycentre.org](mailto:accounts@sohorecoverycentre.org)

Meeting Name and Day/Time:

Treasurer Name:

Telephone Number:

Email:

Month:

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| --- | --- | --- |
| Meeting Dates | Number of Attendees | Amount Paid to SRC |
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| Totals: |  |  |

Please provide us with the number of people who have attended each meeting and the amount you are paying to the SRC for each meeting according to the pricing structure above along with a total amount being paid.