

# 2017 Asset Management Fee Invoice Info Sheet

## **BUILDING** valuations are not to be changed

If you wish to apply for a variation please refer to instructions on  
'FORM P6 - Application for Variation in Building Insurance Value'  
and consult with your Region.

For more information (including a description of the Property Valuation method used by our valuer)  
see the **Scouts NSW website**: [www.nsw.scouts.com.au](http://www.nsw.scouts.com.au)

'Resources & Policies' -> 'Insurance Information' -> 'Asset Management Fees & Trailer Insurance'

**CONTENTS VALUE** should be revised to the **Current Replacement Value**  
(as calculated in your ASSET REGISTER)

To avoid over or under-insurance, please use **Current Cost to Replace** to assign values to all items.  
Sample **Asset Register** and **Contents Check-List** can be downloaded from the Scouts NSW website or  
supplied by your Region Office.

Please note that your Asset Management Fee covers fittings, furniture, equipment, etc. whilst in **Scout buildings** or **secured in adjoining yards**. You should consider whether separate cover such as Trailer and/or Boat insurance is required.

**Trailer Insurance** covers a Formation's trailer(s) when off-site or not attached to an insured towing vehicle.

**Boats** owned, hired or borrowed by Formations are insured only whilst stored in Scout buildings or adjoining yards. Theft is insured only when the boat is kept inside a locked Scout building. Insurance of liability for damage to other boats or injury is provided under the Association Public Liability policy for use of boats up to 15 metres in length.

To insure a trailer or boat, cancel existing cover or advise changes to the details of an insured trailer/boat:-  
please contact **AON Australia Limited: (02) 9253 7847** or

AON enquiries: [au.scoutsnsw@aon.com](mailto:au.scoutsnsw@aon.com)

Please note that premiums for Boat & Trailer Insurance (arranged through AON) are *invoiced separately*.

For **payment enquiries** please contact :

**Accounts Receivable** at **State Office** -

**Phone:** (02) 9735 9000 **e-mail:** [accounts@nsw.scouts.com.au](mailto:accounts@nsw.scouts.com.au)

Please mail your **CHEQUE** in favour of "**Scouts NSW**" with **COPY** of invoice

to **STATE OFFICE**

PO Box 125, LIDCOMBE NSW 1825

in the attached **REPLY PAID** envelope before the **31<sup>st</sup> March 2017**

OR, if paying by **eft**:

Please quote your **Invoice No. AM2017** □□□

**BSB: 032-000**

**Westpac Banking Corporation SYDNEY Office (341 George Street) Account**

**No. 00-1472**

**The Scout Association of Australia (New South Wales Branch)**

Advise payment by **e-mail (with scan of invoice attached)** to: [accounts@nsw.scouts.com.au](mailto:accounts@nsw.scouts.com.au)

If revising cover,

write increased/decreased **CONTENTS COVER** amount  
and **TOTAL PAID** on invoice before scan/copying

Please send a **COPY** of the invoice when paying