

NORTH SHORE BUSINESS FORUM

Suggested guidelines for Friday Morning "Cashiers"

OBJECTIVE:

- 1) COLLECT \$10.00 FROM EACH PAYING ATTENDEE - ISSUE RECEIPTS
Collect Cash or Checks payable to: **Danversport Yacht Club**
- 2) RECORD NAMES OF PAYING ATTENDEES **AND** NON-PAYING ATTENDEES
Non-paying persons include:
Guest Speakers
Directory Person
- 3) PAY DANVERSPORT YACHT CLUB THE FOLLOWING AGREED AMOUNT
A) \$231.25 FLAT FEE for up to 25 attendees
plus
B) Add \$9.25 per attendee [including the directory person, but not including the speaker] for all attendees beyond the initial 25
(See Breakfast Fees Sheet in the NSBF OFFICE BAG or on website www.nsbforum.org)
- 4) REQUEST A RECEIPT FROM DANVERSPORT YACHT CLUB FOR THE PAYMENT

PROCEDURES:

BEFORE FRIDAY:

- a) OBTAIN THE NSBF OFFICE BAG FROM THE PRIOR CASHIER
- b) BE CERTAIN THAT THE CASH DENOMINATIONS ARE SUITABLE FOR MAKING CHANGE
- c) BE CERTAIN THAT THERE IS AN ADEQUATE SUPPLY OF RECEIPT CHITS
(If needed make more from the uncut master form in the Bag)
- d) BE CERTAIN THERE IS A BLANK SIGN-IN SHEET (Make more from the master form)
- e) BE CERTAIN THAT THERE IS A SUPPLY OF WORKING PENS

FRIDAY MORNING:

- 1) ARRIVE AT DANVERSPORT YACHT CLUB EARLY (7:00 AM MAY DO IT)
- 2) SET THE CASHIER'S TABLE WITH A DATED SIGN-IN SHEET AND SOME RECEIPTS
- 3) DISPLAY REMINDER SHEET THAT CHECKS ARE PAYABLE TO: DANVERSPORT YACHT CLUB
- 4) DISPLAY REMINDER SHEET THAT CHECKS ARE PAYABLE TO: DANVERSPORT YACHT CLUB
- 5) AS NEEDED DISPLAY ITEMS FROM THE BAG:
 - a) FORM FOR NEW MEMBERS OR ROSTER CORRECTIONS
 - b) DIRECTORIES
 - c) SPEAKER SCHEDULE
 - d) DIRECTORY UPDATES
- 6) COLLECT THE CASH
- 7) COUNT OPENING CASH BALANCE ON HAND AND ENTER ON LINE 13 OF CASH RECONCILIATION.
- 8) COUNT THE PEOPLE IN THE ROOM TO CONFIRM CASH COLLECTED
- 9) PAY DANVERSPORT YACHT CLUB AND GET A RECEIPT
- 10) COUNT ENDING CASH BALANCE AND ENTER ON LINE 15 OF CASH RECONCILIATION
- 11) PASS THE NSBF OFFICE BAG TO THE NEXT CASHIER AT END OF MONTH