

NORTH SHORE BUSINESS FORUM
Guidelines for Friday Morning "Cashiers"

OBJECTIVE:

- 1) COLLECT \$10.00 FROM EACH PAYING ATTENDEE - ISSUE RECEIPTS
Collect Cash or Checks payable to: **North Shore Business Forum**
- 2) RECORD NAMES OF PAYING ATTENDEES AND NON-PAYING ATTENDEES
Non-paying persons include: Guest Speakers and Press
- 3) PAY Acapulco's the following agreed amount: \$10 per person eating breakfast, including speaker(s).
- 4) REQUEST A RECEIPT FROM ACAPULCO'S FOR THE PAYMENT

PROCEDURES:

BEFORE FRIDAY:

- 1) OBTAIN THE NSBF OFFICE BAG FROM THE PRIOR CASHIER
- 2) BE CERTAIN THAT THE CASH DENOMINATIONS ARE SUITABLE FOR MAKING CHANGE
- 3) BE CERTAIN THAT THERE IS AN ADEQUATE SUPPLY OF RECEIPT CHITS
(If needed make more from the uncut master form in the Bag)
- 4) BE CERTAIN THERE IS A BLANK SIGN-IN SHEET (Make more from the master form)
- 5) BE CERTAIN THAT THERE IS A SUPPLY OF WORKING PENS
- 6) BE CERTAIN THAT THERE IS A BLANK CHECK IN THE WHITE BINDER TO PAY ACAPULCO'S. IF NOT, CONTACT TREASURER OR PRESIDENT.

FRIDAY MORNING:

- 1) ARRIVE AT ACAPULCO'S EARLY (7:00 AM)
- 2) SET THE CASHIER'S TABLE WITH A DATED SIGN-IN SHEET AND SOME RECEIPTS
- 3) DISPLAY REMINDER SHEET THAT CHECKS ARE PAYABLE TO: **NORTH SHORE BUSINESS FORUM**
- 4) AS NEEDED DISPLAY ITEMS FROM THE BAG:
 - a) Reminder sheet that fee is \$10.00 and checks are made payable to NORTH SHORE BUSINESS FORUM
 - b) New Member Envelopes
 - c) Volunteer schedule
 - d) Speaker schedule
- 5) COLLECT THE CASH
- 6) COUNT OPENING CASH BALANCE ON HAND AND ENTER AT TOP OF RECONCILIATION SHEET.
- 8) COUNT THE PEOPLE IN THE ROOM TO CONFIRM CASH COLLECTED
- 9) FILL OUT CASH RECONCILIATION SHEET.
- 10) PAY ACAPULCO'S AND GET RECEIPT
11. PUT ACAPULCO'S RECEIPT, RECONCILIATION FORM AND DATED SIGN IN SHEET IN FRONT POCKET OF WHITE CASHIER'S BINDER.
- 11) PASS THE NSBF OFFICE BAG TO THE NEXT CASHIER AT END OF MONTH