**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