

The process of receiving cash will be changing. A receipt will be given for every cash transaction (with the exception of library purchases), made by members on behalf of the quilting guild. When purchasing raffle tickets, your copy of the raffle ticket is your proof of purchase as are checks written and cashed per bank.

Only four books will be purchased because not every committee deals in cash transactions. These cash receipt books will be given to committee chairpersons for committees such as: membership and quilt camp. And as required to: bus trip, newsletters, quilt challenges, opportunity quilts, etc. These books will be distributed by the treasurer at the beginning of each quilt guild meeting and will be returned to the treasurer at the end of the meeting. "Programs" chair person is the only committee that will keep the receipt book.

The receipt books will have two copies. One copy will be given to the recipient and the other to the treasurer. If a transaction is being processed and a receipt book is not available, there is a Cash Receipt form on the web site that can be used. If neither of these options are available, any piece of paper can be used as long as the following information is on the paper: Date, Recipients name, Dollar amount, Reason for the transaction and signature.

This new procedure should allow better check and balances when auditing and will support the information necessary when any type of return of money is required.