

PROCEDURE FOR CASHIERS

Before starting, verify that there is \$100.00 in the cash box

Collect guest fees from each guest and have them sign the guest sheet

Place a check mark (or money amount, if paying) in the proper date column for each couple as they arrive

When Club Members pay

Enter the amount paid on the date the money was received

If the member pays for multiple months write PD in the other respective months

Count each month paid as a separate members on the checkout sheet

Put cash activity report and guest list in the envelope with the money to be deposited

Write the date and amount on the outside of the envelope

Put envelope in cash box under the money drawer

Leave \$100.00 in cash box

(three (3) \$5.00 bills)

(one (1) \$10.00 bill)

(\$2.00 in quarters if possible)

(the remainder in \$1.00 bills)

PAYMENT SCHEDULE		
GUESTS	REGULAR MEMBERS	LIFE MEMBERS
\$10.00 per couple	\$30.00 per month	\$8.00 per couple per dance
\$5.00 per single	\$330.00 per year (January only)	\$4.00 per single per dance
		\$25.00 per couple per month
		\$12.50 per single per month
		\$275.00 per couple per year (January only)
		\$137.50 per single per year (January only)