

BANKER

INSTRUCTIONS & PROCEDURES

Your job is to count money!

First, check to see if there is money to be counted in any of the small “collecting” envelopes.

If there is money to be counted, get the “money” envelopes out of the bottom drawer of the tall black file cabinet. This cabinet should always remain locked. All money needs to be counted twice. When you count money from a collecting envelope, be sure you have the matching money envelope. Put the money you’ve counted in a ziploc bag, write your initials and the amount counted on the front of the money envelope, and give to a second counter to verify your count. Put money in the money envelope after it has been counted twice and return to file cabinet. Remember to lock file cabinet!

If there is no money to be counted, take the small collecting envelopes and check the following locations to see if money needs to be collected: Brick Building and Blue Building entrances, Gallery Bake Sale, Quilt Raffle Ticket Sale, Popcorn Sale and Community Hall Espresso/Bake Sale. Entrances usually need to have money collected every hour.

THANK YOU VERY MUCH FOR HELPING.

YOUR SUPPORT FOR THE PNA IS MUCH APPRECIATED!!!