120.04   Cashier – Meeting

General

All members are required to pay, whether eating a meal or not. Board Motion (2016-11-17)

Any money for Rotary Foundation or Rotary Club of Victoria Foundation must be kept separate and passed to the Treasurer; or the Secretary or President if the Treasurer is not available.

Record each transaction carefully; all persons attending, whether paying or not, should be recorded on the Meeting Report

If required, check Dietary Requirements card and check people off as they pay for lunch.
Initial and pass card to room captain or a server about 5 minutes before start. Advise Sergeant-at-Arms if changes are required.

Tasks

- review the Meeting Report EXMPLE ENTRIES sheet
- count and note the cash float
- record names of paying attendees (new members, guests, visiting Rotarians) if their name is not on the list
- punch meal cards, and record on list
- when issuing a new meal card, sign and date the back of the card and record cash or cheque and amount on list. Do not forget to punch the new card and record on list if it is being used for that day's meal
- record free meals and to whom they are given, e.g.:
    - name - prospective member, or
    - name - youth exchange student, or
    - names - guest speaker, or
    - name - Rotaract, or
    - something similar
- record other sales (membership, meal card, pin, banner) and other receipts

After meeting and draw sales have finished:

- return the cash float to source
- complete the Reconciliation sheet and verify head count with Sergeant-at-Arms
- collect cash from Draw Cashier and incorporate in Reconciliation report
- pass Meeting Report to Sergeant-at-Arms to be scanned and uploaded to shared folder
- seal Reconciliation Report and money in Meeting envelope
- pass Meeting envelope to Courier (see Service Roster)
- ensure the Recognition envelope is passed to Courier