

**WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION**

COMMITTEE NAME:	Cashier	COMMITTEE #:	600
RESPONSIBLE TO:	International Treasurer	AREA:	VI
EFFECTIVE DATE:	October 2019		

RESPONSIBILITY:

Handle all incoming funds (Accounts Receivable - AR) at the International Rally. The International Treasurer along with Headquarters Staff (Accounts Payable - AP) has general supervision of these activities.

COORDINATES WITH:

International Treasurer, Headquarters Staff, all committees responsible for collecting funds, Rally Manager, and Tables and Chairs

SPACE ARRANGEMENT:

Secure office space with International Treasurer and Headquarters staff with table and 2 chairs and access to electrical outlets.

EQUIPMENT NEEDED:

Calculators, extension cords, general office supplies, Property Requisition forms, receipt books, coin counter tray and coin roll papers, adding machine with paper tape

COMMITTEE REPORTS:

Provide the Rally Committee final report to Copy Center by day before end of rally. Turn in Cargo Inventory Control Report with cargo boxes (if any) to Property Logistics at end of rally.

GENERAL OPERATING PROCEDURES

1. Determine office hours of operation in conjunction with Treasurer and Headquarters Staff. Hours should be scheduled to best serve those rally committees who collect funds.
2. Recruit committee members to assist with cashier function at the rally.
3. Receive supply boxes from cargo and verify needed supplies are present; replenish as necessary.
4. Select, reserve and arrange to furnish a secure room for counting the monies received at the Sunday morning religious service
5. Manage Daily Bank Deposit:
 - a. Funds may be received from:
 - Check In
 - Ticket Sales
 - Registration for next year's rally
 - Church Service
 - Club Store
 - Day Passes and Badges
 - Youth Events
 - Common Cents
 - Miscellaneous – vendor fees, dinners & luncheons, etc.
 - b. Provide a receipt to each person turning in funds, using the standard receipt forms.
 - c. Record receipt on the Daily Intake Tally Sheet.
 - d. Combine totals of all Daily Intake Tally Sheet categories.
 - e. Reconcile and turn in to International Treasurer or Corporate Manager for deposit.
5. Receive, record and prepare for deposit all committee advances/change funds in accordance with the listing of the advances/change funds furnished by Rally Headquarters.

7. Manage petty cash funds:
 - a. Write receipt for every transaction.
 - b. Initial Reconciliation should be to the original deposit amount.
 - c. Daily Reconciliation should match totals of cash in box + petty cash reimbursements.
 - d. Petty Cash Box goes home daily with Cashier, to be locked and secured in trailer
 - e. Give report to International Treasurer.
8. Manage reimbursement requests:
 - a. Committee Chairpersons and Executive Committee members will come in looking for reimbursement of any purchases made.
 - b. Property Requisition forms must be fully filled out and signed by the Committee Chairperson.
 - i. If under \$25, no additional signature required.
 1. White - returned to member with cash payout from petty cash
 2. Yellow - give to accounting/corporate attached to receipts
 3. Pink - stays in petty cash box (keep until end of rally for final reconciliation)
 - ii. If over \$25, must have the appropriate Executive Committee Member approve reimbursement.
 1. White - return to member as proof they requested a check
 2. Yellow & Pink - attach to member's receipt, give to corporate finance
 3. Check will appear in the white box on cashier desk, awaiting member pick up
9. Staff "Check In" during all hours Check In is open:
 - a. At beginning of every day, takes supplies to Check In area and set up for cashier function with the following:
 - Registration forms
 - Rally Welcome Letter & map
 - Receipt book
 - Paper clips
 - Bank bag
 - Registration Forms
 - Extra dinner tickets
 - Extra Rally Gift tickets
 - Rally Ribbons and First Timer ribbons
 - Credit card machine and jet pack for the card machine
 - \$100 in small bills for making change
 - b. At the end of every day, cashier collects above supplies from Check In area, reconciles daily intake, charges both jetpack and credit card machine in trailer (or office, if secured) for next day's use.
 - c. Receive funds from members who did not register in advance or brought additional guests.
 - d. Complete proper registration forms for the data to be entered into the rally database by Headquarters staff.
 - e. Upon registering, all attendees receive an envelope with the following contents:
 - # of dinner tickets paid for (one for each attendee and all in the same color)
 - One rally "gift" ticket (different color from the dinner tickets)
 - Rally Ribbons for each registered member's badge
 - "First Timer" ribbons, if necessary, for each first timer on registration
 - Welcome Letter & map
 - f. If the additional person does not share the name of the member, make sure member name & number are on the form (i.e., grandchildren with different surname, siblings, friends, etc.)
 - g. Complete Money Receipt matching the registration form:
 - i. white copy - attendee
 - ii. yellow copy - into bank bag, paper clipped to corresponding cash/check + reservation form (if charge card used, just clip the registration form to the yellow copy; write last 4 digits of card & "V" for Visa or "MC" for Mastercard on the slip)
 - iii. pink copy - remains in book; all books collected at end of rally for total reconciliation
 - h. Attendees with envelope contents problems:

- i. If information printed on envelop does not match envelope contents, give member the appropriate tickets and ribbons to match the envelop.
 - ii. If attendee claims information on envelope is wrong, call Corporate Headquarters team and they can verify with the rally database registration records.
10. Provide support to Club Store:
 - a. LOCK CODE for the “store briefcase” is the three red numbers on the case + “1” to each digit: 0=1, 4=5, 8=9.
 - b. PRIOR to store opening, cashier needs to set a time with the Club Store Chair to set proper tax rate on the cash register and explain how to ring up charges and how the credit card machine works.
 - c. An initial supply of \$500 cash is provided by Corporate for the cash register:
 - \$100 in \$10 bills
 - \$250 in \$5 bills
 - \$100 in \$1 bills
 - \$30 in \$0.25 rolls (\$10/roll)
 - \$10 in \$0.10 rolls (\$5/roll)
 - \$6 in \$0.05 rolls (\$2/roll)
 - \$4 in \$0.01 rolls (\$0.50/roll)
 - d. At the end of every day, all received money must be collected, reconciled with the store receipts, and added to the daily deposit.
11. Assist with receipt of payments for Tours:
 - a. If attendees have the option of signing up for tours at the rally, the cashier may need to collect the payments.
 - b. Cashier will mark the tour registration form to indicate payment has been received.
 - c. Tour funds collected will be tallied and deposited at the end of the day.
12. Confirm with Day Passes and Badges Chair that they have a receipt book for recording funds received for day passes, badges, extra meals, etc.
13. Assist with Registrations for Next Year’s Rally:
 - a. Credit card machines come from office (plus the one from the Club Store). Work out a system for charge sales during the Registration sessions.
 - b. Tally cash and checks received for the day and prepare deposit for bank.
 - c. Tally credit card receipts for the day.
 - d. Reconcile bank deposit to the DB using the Registration Reconciliation Summary report (from the rally DB).
 - e. If DB and deposit do not agree, reconcile using the detailed Registration Reconciliation report.
 - f. After completion of the reconciliation process, take deposit to bank.
14. Deliver completed Daily Intake Tally Sheet to Treasurer or Headquarters Staff at end of each day.