July 4 2014

Laundry Money Collection Policy

1) Two members from the cluster will count the laundry money together on a regular monthly schedule.

2) Both members will record and sign off on the amount in a deposit book in triplicate.

3) The deposit form and money will be delivered by the members to the office by the first of the month. In the case that this schedule needs to be altered, the office should be notified immediately.

4) The office staff will re-count the money and sign the deposit form.

5) Both members will keep one copy each of the deposit form for their records, and the third copy will be kept in the office records.

6) Office staff will deposit laundry money the beginning of each month.

7) If a key goes missing, the laundry money collectors will notify the office immediately.

8) Laundry money collectors agree to the above and agree to be responsible for the laundry money in the case of its loss.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_