

Ad Hoc Committee Report

The Ad Hoc Committee met one time in August, 1993, for the purpose of examining the books and records of the Clean Acres Area Literature Subcommittee.

Present at this meeting were Tammy, James, Terry, Pleasant, Dan and Betsy.

Unfortunately, it was determined that there was not enough information (bank statements, receipts, etc.) to make an accurate audit. This is not the fault of the current members of the literature subcommittee, rather that things have been lost or thrown away as they have passed from one chairperson and treasurer to the next.

This committee did, however, develop guidelines for the members of the literature subcommittee to follow. These guidelines should help the subcommittee better manage their books. The guidelines are attached and have been presented to the subcommittee.

Literature Subcommittee Treasurer's Guidelines

- I. Before leaving Area Service, the chair or co-chair will count all money, add up all receipts and order forms.

These three amounts must match.

Every order requires an order form.

Every receipt must be initialed by the individual accepting the money.

Every receipt number must be written on the order form.

- II. When all totals are completed by chair or co-chair, the treasurer will re-count all money, and total all order forms and receipts.

- A. If all totals agree, the treasurer will accept the money and receipts from the chair.

The treasurer will give the chair a receipt for money received.

The chair will keep order forms for inventory purposes.

- B. If all totals do not agree, the treasurer, co-chair, and chair will seek out the cause of the discrepancy BEFORE leaving area.

- III. The treasurer will write each individual and group sale in his/her book.

The treasurer will then total all sales in the book.

After deducting \$5.00 travel expense, the "total deposit" will be written and will match the deposit into the checking account.

- IV. No personal ^{checks} will be accepted.

No literature will be given (fronted) without payment being received.