Guidelines for Grapevine Materials and Sales District 16

1. The Grapevine material will be held at the Literature Center and will have a volunteer from Grapevine present during Literature Center hours. They will maintain a float for making change.

Ex: A $20 float for making change 2 x $5
2 x $2
4 x $1
8 x $.25

2. Grapevine materials will be sold according to the Area 86 price list.

3. Grapevine replacement materials will be ordered through the Area 86 Grapevine Chairperson.

4. The Grapevine Chairperson will provide an accurate report of the sales/expenses and bank balance at the monthly District meetings.

5. The Grapevine Chairperson will keep all receipts, invoices, cheque carbons and sales receipt books for at least 5 years, along with monthly bank statements of all transactions.

6. The Grapevine Chairperson will make monthly deposits and will ensure a sufficient balance is in the account to cover any overdraft charges.

7. An annual inventory will be performed by the Grapevine Chairperson.