

Appendix 7 – Grapevine Guidelines

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. The Area currently provides a 10% discount to District 16 when purchasing materials which helps to keep the Grapevine self-supporting.

3. Grapevine replacement materials will be ordered only through the Area 86 Grapevine Chairperson, as this has been proven the most cost-efficient method.

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 and another trusted servant.