

**Handling Money**

It is important when handling money to follow these tips:

- Keep all chapter monies in a safe place at all times.
- Deposit all cash and checks into the chapter bank account as soon as possible. This will prevent possible loss from theft and will make reconciling the bank statement much easier. Do not allow cash to accumulate in your cash box. Make those deposits! You are responsible for any losses due to your failure to make regular deposits.

**Receipt Forms**

There are two reasons to use receipts. One, it provides the chapter and member with a written record of payments to the chapter. Two, the copies of each receipt are needed as a record of chapter income when preparing next year's budget.

NOTE: If you make a mistake in the Accounts Receivable Ledger, you can locate the error by cross-checking your receipts. Also encourage fraters to keep their receipts as proof of payment.

**Receipt Book Rules**

1. EVERY TIME money is received by the Crysophylos from anyone, whether cash or check, a receipt is written. This must be done in order for the receipts to balance with the Accounts Receivable Ledger.
2. Each receipt must be filled out completely and signed by the Crysophylos.
3. The TOP copy is given to the member making the payment. The BOTTOM copy is kept for the chapter's records.