

## **Lambeth Art Association**

### **CASH JOB DESCRIPTION**

(Created March 2025 with input from Brian Mackenzie, Patti Fisher and Pam Wilkinson; edited June 2025)

#### **Preparation:**

**Lead** to make sure the volunteer sign-up sheet is filled prior to the show. Consider scheduling experienced hands-on volunteers for Thursday night.

**Lead** to contact Cash volunteers in advance to remind them of their shifts and to let them know what is expected of them.

NOTE: **The Treasurer** is wholly responsible for ensuring that the **daily cash float** is correct as well as for setting up and checking functioning of the **Moneris machine** and returning it after the show.

#### **Sales Routine:**

1. Customer hands **Cash volunteer** their completed **Purchaser Information Form** (see below). In the **booklet**, volunteer records the date, purchaser name, # of artwork, **discount** if applicable (see point #5), and total.
2. Ask customer how they would like to pay. Record “paid by XXX” on bottom of the receipt in the booklet.
3. Volunteer #1 tears off the top portion of receipt and hand it to Volunteer #2 along with the **Purchase Information** form and label(s). Volunteer #2 verifies amounts and calculations are correct.
4. Volunteer #2 processes payment through credit card machine (currently Moneris) or takes cash or cheque. Customer is given a copy of the credit card receipt and the other is attached to the labels and **Purchase Information** form.

NOTE: If payment is by cheque, ensure there is contact information, including a telephone number, on the cheque and verify that it is correct against a piece of ID. If payment is through Moneris, double check that the amount keyed in is correct before continuing with processing.

5. Current LAA members still receive a 10% discount on their entire purchase. Write the discount amount and the total paid on each label. For example: If the amount is \$350.00, write “-\$35.00 = \$315.00.” List the appropriate calculation on each label as members receive the discounts on all purchases. This does not affect the artist’s payment for sold paintings; it affects the club’s commission. As of 2026, customers who purchased art the previous year no longer receive a 10% discount.
6. After a sale is processed at cash, Cash Volunteer #2 hands the **Accounting Lead** the following items stapled together in the following order: **(1)** Wall Label for sold painting(s) **(2)** Credit card/debit card receipt. - flip these over an on the back side, facing the opposite

way, attach the **(3) Purchaser Information** Form. This makes it easy for accounting to read and record the information. Staple on the left side, so art # is viewable.

7. Volunteer #2 completes the **Artist Sale Information** tag with artist's name, name of sold painting and label # to post under appropriate letter in the downstairs hall (A.K.A the Brag Board area). Accounting Volunteer assists when able.

**ADDITIONAL INFORMATION:**

The following is an excerpt from the current **Floor Rep** and **Wrapping** job descriptions: “At the dedicated table nearby the wrapping table, the purchaser fills out a **Purchase Information Form** (see sample below). **Floor Rep** or **Wrapper** checks that the completed form is legible, as this information will be used to send an e-mail invitation to next year’s show. (NOTE: The Floor Reps receive these same instructions). The purchaser takes the **Purchase Information Form** and the wall label to the cash office upstairs to make the purchase; **Wrapper**, or **Dedicated Escort** to accompany if needed.”

Here is what the redesigned **Purchase Information Form** looks like:

<b>Purchase Information Form --- Please Print CLEARLY</b>	
NAME: _____	
Do you wish to have your contact information released to the Artist(s)? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	
<i>If you wish to receive E-mail notification of subsequent LAA shows and events, please provide your e-mail and authorization signature below.</i>	
E-MAIL ADDRESS: _____	
SIGNATURE: _____	DATE: _____

Here is what the **Artist Sale Information** tag looks like:

