

Lambeth Art Association

ACCOUNTING JOB DESCRIPTION

(Revised June 2025 by Pam Wilkinson)

1. **Submissions Lead** provides the **Accounting Lead** with an Excel spreadsheet containing the surname, given name, title of artwork, framed or matted size, and price from the **Submission Forms** as soon as possible after ensuring all entries have been double checked for accuracy.
2. **Accounting Lead** cuts and pastes information from the submission forms spreadsheet into the programmed Accounting Excel spreadsheet and double checks the master is complete and functions are working accurately. Also creates and saves a backup copy.
3. **Receiving Lead** provides **Accounting** with an updated list once all artwork has been received for the show (e.g., corrections to price, F or M, and oversize indicators). **Note:** Art that was not physically received remains on the accounting spreadsheet (artists are not refunded submission fees for work not submitted).
4. **Show Convenor** or **Raffle Lead** informs **Accounting** of the “Judge’s Choice” piece for the raffle. Accounting flags this piece in the register of paintings eligible for sale. **Treasurer** ensures that the commission payable to the artist is accounted for separately and that the artist is paid the usual 88% of the sales price.
5. **Accounting Lead** has a laptop set up and ready to go prior to opening of the Show and Sale. Checks to ensure it is functioning properly.
6. After sale is processed at cash, the **Cash Volunteer** hands the Accounting Lead the following – stapled together: **(1)** Wall Label for sold painting(s) **(2)** Credit card/debit card receipt. Flip over and attach the **(3) Purchase Information Form**. If a discount was given, **Cash Volunteer** should note this clearly on the label. (e.g. A piece priced at \$65 should show: -10% = -\$6.50) (e.g. A piece priced at \$350.00 should show: -10% = -35.00 = \$315.00.)
NOTE: Current LAA members still receive a 10% discount on their entire purchase. 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.
7. **Accounting Lead** enters this information into accounting spreadsheet. Press “save” regularly. If error message prevails, go back and save spreadsheet using date and time. Continue on.
8. **Cash 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.
9. At the end of each day, obtain from Cash an “**end of day transaction report**” from the Moneris machine (summary and detail by card type), and compare to accounting

spreadsheet. Count cash and cheques and compare with accounting spreadsheet. All should balance.

10. Each day, bundle sales booklets and stapled payment details together for day. These are used to balance sales with payments. NOTE: If spreadsheet has “error”, the **Accounting Lead** takes home the day’s sales books and details to review and balance before the next day.
11. At the end of the show, the **Accounting Lead** reviews and verifies sales entries for accuracy. Once balanced, the FINAL report is then submitted to the LAA **Treasurer** for verification, to ensure accuracy of payment for sales to the artists and to the report of income for the LAA.
12. The packages containing the purchaser information and receipt sales books are given to **Treasurer** for retention at the end of the Show and Sale.
13. **Treasurer** issues cheques to the artists.

NOTES:

- The **Wall Label** is the “control” for the **Accounting Lead**. It is imperative that it is correct.
- **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.
- **The Cash Lead** is wholly responsible for securing and monitoring **cash volunteers**.