**DRAGON SCHOOL CHRISTMAS CHARITY SALE 2019**

**THE SALE BANK**

**The Sale Bank.**

* On Sale Day, the Bank is located in Lab C just off the Forum on the first floor.

**Collecting and returning floats and buckets on the Sale Day.**

* Stallholders please come and sign for a bucket containing your float from the Bank on the morning of the Sale between 8.30am and 9.00am.
* At the end of the morning, please don’t forget to return the bucket, containing your float and final takings to the Bank before you go to lunch.
* There is no need to count the money in your bucket at the end because the bank re-counts everything that comes in.

**How customers can pay on the Sale Day.**

* On the Sale Day, customers can pay:
* at Auctions: by cash/cheque/credit card/BACS
* at Authors’ Corner: by cash/cheque/credit card
* everywhere else: by cash/cheque
* The Dragon Sale cannot accept payment by:
* Charities Aid (CAF bank) cheques
* Foreign currency
* IOUs !
* **PLEASE NOTE THAT ON SALE DAY CUSTOMERS CANNOT PUT THEIR PAYMENTS ON SCHOOL BILLS**
* All cheques should be made payable to “**DRAGON SALE ACCOUNT”,** signed and dated and ID/contact details taken for large cheques. This is important as not all customers are members of the Dragon community.
* Please keep prices rounded up or down to minimize the need for small change. If you need more small change, stallholders can come to the bank and break some notes into smaller change
* Please don’t borrow/lend with adjacent stalls or your stall profit total will not be correct !
* Sorry but we cannot cash personal cheques for cash at the Sale Bank.

**Runners Pick Up Cash from Larger Stalls (not Children’s Stalls).**

* We want to get large amounts of cash offsite as soon as possible, so the larger stalls (not children’s stalls) will be allocated a runner (usually a Dragon teacher) to pick up the takings at intervals during the Sale morning and bring them to the Bank. The Committee will tell you who your runner is. Please ONLY give your money to these runners who will be wearing badges.
* In the first hour, runners only pick up cheques and notes. Later in the morning if things slow down they may also take £2 and £1 coins. Smaller coins stay in your float bucket.

* Envelopes will be provided for the runners to collect the money in**. YOU AND YOUR RUNNER SHOULD MAKE SURE THAT YOU WRITE THE EXACT STALL NAME AND NUMBER FROM YOUR FLOAT BUCKET ON TO YOUR ENVELOPE !** We can’t allocate unlabelled envelopes to the correct stalls and we won’t be able to give you an accurate individual stall profit figure.

**After the Sale - Additional Income, Paying Supplier Invoices and Claiming Expenses.**

* My email: treasurer@dragonsale.org
* For additional income coming in after the Sale: please notify me by email and then make a BACS transfer into the Sale account.
* For outstanding supplier invoices to be settled directly: please scan them in and email to me and I will pay the supplier directly by BACS transfer.
* To claim reimbursement for personal expenses: PLEASE DO NOT deduct the cost from the money that you collect during the morning as it will reduce your total takings. Instead please scan in and email your receipts to me together with your bank details and I will reimburse them by BACS transfer to your bank account.

**Progress Report**

* We usually have to count cash and settle expenses from 200 stalls, so we won’t be able to give figures for individual stalls on the Sale Day. We hope to have initial profit figures by end February 2020 which will be announced by the Dragon Sale team – thank you for your patience on this !

**SARAH VEASEY – Treasurer**

**treasurer@dragonsale.org**