

# DDSC DUTY PILOT CHECKLIST

## MONEY HANDLING

### EFTPOS transactions

All EFTPOS transactions need to be completed by a member with bar access and noted on the Bar Sheet

### CASH

All cash received goes to the bar till and must be noted on bar sheet

### RECEIPTS

Receipts **must** be issued for all cash received by duty pilot – there is a receipt book behind the bar and in the duty pilot folder.

### NO BAR ACCESS

If no bar access available, cash and forms go to the padlocked box in the office with notes/information explaining the money (will be collected by Treasurer or other later)

### CREDIT CARDS

All credit cards payments attract a 3% surcharge (excludes AEFs and bar purchases) - to be added to total.