

WEEKLY SUBMISSIONS

MEETING SCHEDULE

- December 6, 14, 20, 27 & January 3, 10

QUICK CHECKLIST OF WHAT TO BRING:

- Weekly Submission Record
- Registration Forms/Registration Log Sheet (sort forms as entered in Log Sheet)
- Bank Deposit Book
- Registration Log Sheet for Post Dated Cheques (Registration forms and post dated cheques sorted as entered)
- Pull outs

DETAILED CHECKLIST OF WHAT TO BRING

- All completed cash&cheque registration forms(white and yellow); these forms should be attached to their respective cash&cheque log sheets(green), in the order the entries appear on the log sheets
- All completed post-dated registration forms(white and yellow); these forms should be attached to their respective log post-dated sheets(pink), in the order the entries appear on the log sheets; the respective post-dated cheques should also be attached to the log sheet
- Bank deposit book; please ensure deposits up to and including tonight's (Chandraat) deposits are completed prior to submission at Darkhane tomorrow; ensure that the log sheet numbers located at the top right of the log sheet are recorded appropriately on the deposit slip.
- Please note that except for post-dated cheques, we will not be accepting any cash or cheques at these meetings; Your deposits need to be completed up to the previous night.
- Please ensure all your email updates to berpstatusreport@gmail.com are up to date including this evening's collections.
- Weekly Submission Record (blue); this is a summary of your cash&cheque log sheets
- Confidentiality and training verification forms
- Updated list of your team members if there have been changes from your last submission; this can be sent in by email.