

2 October 1984

Memo: Ralph Carr

We are going to use the following procedure to catch up with our current financial status nad to keep it up to date. First of all I will place myself soley in charge of handling all payments for the book once they are received at our offices. I will handle all deposits, and I will pay all bills and make certain that the accounts are kept up to date. I will oversee all of this and will be primarily incharge of coordinating our accounts with the accountant. To facilitate this process and to keep our finances clear and up to date we will follow this procedure.

- 1) We will get computer print-outs for both of our accounts at Central Bank and Trust.
- 2) We will assemble all contracts that are signed and any unsigned contracts upon which payments have been made.
- 3) We will assemble all bank statements for both accounts for the last two months. Computer print-outs will cover this month's statement for all but the last few days. We will do this immediately, and then review all the previous months' statements using the same procedure.
- 4) We will compare all this data and isolate inconsistencies.

FOLLOW UP

- 1) All checks for the bird book will be xeroxed by me or by Lucy.
- 2) I will endorse all checks for deposite to both bird book accounts.
- 3) I will endorse all deposite slips, and each deposite slip will contain the following information:
 - A) the number of checks in that deposite
 - B) by whom each check is written
 - C) the amount of each check and whether that check is payment in part or in full.

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- D) All cash deposits, the amount, by whom, whether payment is full or partial.
- E) No cash withdrawal will be made on a deposit slip but will be made by a separate check signed by me.
- F) There will be a review of the week's business at the end of that business week.

G. Keep two files
1) Original Contracts arranged alphabetically
2) a list of Sales by ^{the} month

Stuart Gentling
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