THE PANORAMA COMPANY

Wine and Cheese Club

26th January 2005

The Manager,

Wine and Cheese Club

As new members of the executive, we have decided that in order to promote transparency and proper accounting and record keeping, the following systems must be implemented.

Cash-List Form – This form will be used to record all petty cash transactions.

Fund Raising Forms – This form will be used to inform the executive of all fund raising details.

Approved Budget 2005/2006

The items listed below have been approved for the 2005/2006 budget.

Items Approved:

 Quantity Items Cost

 2 dozen Wine glasses $84

 4 dozen boxes Chocolates $400

 6 cases Wine $6000

 2 dozen Tee-Shirts $1600

 2 dozen Cutlery items $500

If there are any questions concerning the new forms please contact the assistant treasurer. We look forward to your continued support.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TREASURER