

## Loan Radio Battery Log To All Presenters

The loan radio battery log has been revised in an effort to eliminate missing batteries/monies. The new form is designed to record each nights activity and to ensure all monies/batteries are accounted for. This means extra work for you in filling out the form. A sample has been provided on how to fill it out.

Each Teamleader must check on arrival the batteries available and the cash located in the bag and tin. The totals must then be recorded on the form. This means an actual physical check and not writing down the previous nights totals, as any discrepancy on the previous night; may be attributed to your night.

When you are on ward rounds, and you are taking requests, so that you remember who took a battery, it might be advisable to mark the request form ( *Battery sold* )

After ward rounds, all sales and the closing stock/cash figures must then be totted up and written on the form.

Everyone now has the responsibility to ensure a balance at the end of the month, which shows 100/% sales recorded and a 100% float; so that the following month's batteries doesn't cost this station or the league it's hard earned cash.

We don't want to point the finger and suggest any one is being dishonest over the batteries. All we expect is for you to treat this service as if it were your own money/batteries. ***Record that Sale!!!!***

06 January 1994  
P.J. Davidson-Smith  
Secretary  
League of Friends