**Registry Week Inner Sydney**

**Protocol for Survey Participant Payment**

**Introduction**

In order to encourage participation and recognise the effort in agreeing to be surveyed for Registry Week, each survey participant will be offered a payment of $10 cash.

One person is to be nominated as the treasurer for Registry Week.

The treasurer is responsible for:

1. Preparing and monitoring the Money Control Register (see attachment a)
2. Preparing the cash payments in numbered envelopes ($10)
3. Updating the Money Control Register each day to reflect the money handed out and returned
4. Ensuring each team leader signs out for the money taken and signs in the money returned.
5. Keeping the cash secure during Registry Week.

Each team leader is responsible for the distribution of cash to their volunteer teams and collection of cash at the end of each morning.

**Process:**

Each morning, the team leader is to collect their money from the treasurer and sign out their numbered cash envelopes from the Money Control Register.

The team leader is to distribute the cash to their teams. The team leader is to direct each volunteer to keep the cash in the envelope and return the leftover cash, in envelopes, to him/her at the end of the morning.

The team leader is responsible for collecting the unused cash in envelopes at the end of each day.

The team leader is to return the remaining envelopes to the treasurer and mark off the envelopes spent on the Money Control Register.

The treasurer is responsible for updating the Money Control Register at the end of each session and recording the new cash balance. The Treasurer is responsible for keeping the money secure each day.

At the end of Registry Week, the treasurer is responsible for reconciling the amount of money returned, as recorded on Money Control Register, with the cash balance. The remaining cash is to be returned to the management team.