

YARN STORE POLICY	
Authority	Content
Clause 3 and 18 <i>Handweavers, Spinners and Dyers Guild Constitution 2021</i> <i>Committee approval 13th June 2024</i> <i>Reviewed 11 June 2026</i> <i>And presented at the 2027 AGM</i>	Introduction The Handweavers, Spinners and Dyers Guild Tasmania Inc (HWSD) is a not-for-profit organisation that operates a Yarn Store for members only. The Yarn Store is situated at headquarters in Battery Point, with approved HWSDG Tas groups, outside of Hobart, acting as Yarn Store outlets. Stock for outlet stores is supplied by the Battery Point store. Aims of the Yarn Store To provide members with a variety of cost effective and quality materials for their craft. Yarn Store Coordinator The Yarn Store is run by a volunteer coordinator. The committee shall appoint a Yarn Store Coordinator at the AGM each year. The HWSDG Tas will publish Yarn Store opening hours and contact details on the HWSDG Tas website and in the Island Yarns newsletter. Responsibilities of the Yarn Store Coordinator The Yarn Store Coordinator, with the support of volunteers, prepares and packages stock and assist members with their purchases. The Yarn Store Coordinator is responsible for: • purchasing and pricing of stock. • recording all sales and other monies paid through the Yarn Store e.g. equipment hire, membership payments, door money etc., balancing at the close of each session. • completing excel sheets as determined by the Treasurer and Assistant Treasurer. When ordering, Yarn Store supplies purchase invoices are sent from the supplier prior to shipment of stock and forwarded to the Treasurer for payment.



Handweavers, Spinners and Dyers Guild of Tasmania Inc.

POLICY REGISTER

	Yarn Store takings will be banked in a HWSDG Tas bank account nominated by the Treasurer at least once a month and must be banked before the last trading day of each month. At the end of each month work with the Treasurer and Assistant Treasurer to ensure books balance. The Yarn Store coordinator will: • Maintain Petty Cash, recording all payments and reimbursements in a booklet in the Petty Cash tin and on the official spreadsheet. • Check the HWSDG Tas telephone each week for messages, respond to calls and ensure the mobile phone is charged. • Supply other Yarn Store Outlet Groups with stock as required. • Record all EFTPOS and cash sales in the daybook and on the official spreadsheets. • Where possible take relevant stock to guild events. • Accept payment for HWSDG Tas membership renewals and new memberships. The payment is accompanied by a completed Change of Details and New Membership Application form where changes to contact details have occurred. Completed New Membership Application forms can be forwarded to the HWSD Membership Officer for processing. • Complete a detailed stock take each December and submit the stock report to the Treasurer. • Retain a cash float of \$200 at the end of each month. Procedures A one-off purchase of up to \$30 can be made and reimbursed using petty cash. All refunds are recorded in petty cash book with the name of the recipient, date, and amount paid. Receipts for all payments must be signed and dated by the recipient. Receipts are kept in the Petty Cash tin. Payment for postage and one-off items from local stores can be via the HWSD Debit card. Receipt kept and forwarded to Treasurer. For purchases from suppliers who offer EFT, an invoice is to be forwarded to the Treasurer for EFT payment. Treasurer to send payment receipt to YS co-ordinator as evidence of payment. Note that EFT payments will be made as soon as possible but when convenient to the Treasurer and Assistant Treasurer (co-signatory). Yarn Store purchases over \$1000 must be made in consultation with the Guild Treasurer.
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	Yarn Store Pricing Prices of stock are determined by the Yarn Store Coordinator. This will depend on the discount offered by suppliers. Discounts range from 0-25%. Where possible the aim is to sell at the same online price as a supplier. In some instances, it is not possible to receive a discount on the online price of an item. In this instance the item is priced covering the cost of the item plus postage paid by the HWSDG Tas.
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