Deliver the cash box and keys to the Chairperson. Ask the chairperson to give the box to the box keeper and the keys to the key holders, who are then invited to open the box. Ask the record-keeper to show members the content of the box, which includes:

* *Lockable cash box*
* *3 good-quality padlocks, each with two keys*
* *1 central register (or ledger if using written record-keeping)*
* *25 passbooks*
* *Rubber stamp*
* *Ink pad*
* *Ruler*
* *Two ballpoint pens: one black or blue, the other red.*
* *Liquid paper correction fluid*
* *Calculator*
* *2 plastic bowls (one for fines, and one for managing the social fund, share-purchase/savings and loan repayments)*
* *2 fabric money bags: one for the social fund and one for loan fund*

Ask participants to recall the role of the box-keeper: Box-keeper brings the cash box to every Meeting; however, everyone in the group is responsible for its safety.

Remind the group that RCRC is not responsible for the cash box and will not replace it in case of lost, nor any of the materials or money inside.