

### **A. Balancing Receipts and Cash with Reports**

Go into Customer Service Department and get Credit Card Balance Receipt and all papers out of accounting file bin. Then get money envelope and previous day's paper work along with money envelope from prior day out of locked drawer in accounting department.

- a.** Remove checks and check deposit slip from envelope, make sure total of checks and deposit slip and check part of the report have same totals. Place in a separate envelope with date and amount written on the front. Place that envelope in locked drawer with mailed in checks.
- b.** Count money left in the envelope and make sure totals match on deposit slip, and cash part of the report. Exchange larger bills for change from prior day envelope. Write day, date and amount on front of previous day's envelope. Put prior day money envelope into bank bag in locked drawer and previous day's money envelope along side of bag.
- c.** Make sure each credit card transaction and each check has been copied, including refunds, and a copy of the deposit slips. All checks cashed for employees are to be kept with copy of deposit slips.
- d.** Staple all Credit Card Receipts together. Bring up month's shortcut to deposit on desktop. Type in date, tab over twice, type in total of VISA and Master Card added together, tab over twice and type in total of American Express, then tab over twice and type in total of Discover Card, save and close
- e.** On Daily Deposit and Journal Reconciliation, write in today's date, then previous day's date. Then write the total of cash and checks deposits in space for "Customer service daily deposit" under Nederland. Then write in the amount of all the credit cards in space for "CS Daily credit card charges" under Nederland.
- f.** On report for "Weekly Deposit Sheet, write in dates for that week. Daily, write in totals for cash & checks on first line, total for credit cards in second line over. And total of both in third line over. This will be totaled up after totals for each day of the week are written in.
- g.** Make sure all totals match on "daily deposit report" and "receipts by payment type" report from customer service, "daily deposit and journal reconciliation" and "the weekly deposit sheet". If there is a difference, write an explanation on the "daily deposit and journal" under the corresponding cash or credit card spaces. Sign the bottom of the Daily Deposit Report from customer service
- h.** Baytown will fax over all previous day's paperwork early morning. Follow steps c – g.