

Cash Receipts Fund Open and closing Deposit Procedures:

The Customer Service Department Representatives who are appointed to be responsible for all activity funding, disbursing and reconciling of the cash receipts fund will perform an opening and closing of the fund each day. The following procedures will be used to OPEN the cash receipts fund for the day.

- a. Remove cash drawer from locked cabinet
- b. Verify the 200.00 beginning daily amount and record your initials in the log book
- c. Place cash drawer in customer service

The following procedures will be used to CLOSE out the cash receipts fund for the day. Deposits should only begin at least fifteen minutes prior to closing. All deposits must be done in a secure area away from customer service area. If a transaction is made after the deposit has been completed the original deposit must be amended for the day.

- a. Make copies of all credit card receipts and checks.

Note: If an employee personal check is written do not make a copy of the check at this time.

- b. To retrieve the totals for the cash, checks and credit cards received the day click “Shortcut to Cards” icon on desktop.

❖ Select the “Receipts by Payment type”.

❖ Enter the date and click ok twice.

❖ Select file then print.

- c. To get the totals of the credit cards processed for the day on the credit card machine.

❖ Use the Customer Service procedures posted in front of the credit card machine in either location.

❖ Using those procedures print out the Totals Report off the credit card terminal machine

- d. Log into Primus receipts with your clerk id. Select Misc. Receipts.

In the notation field type the following: “*Counting cash drawer for deposit*”.

- e. Select cash as the payment type and print receipt.

- f. Remove cash found on Daily Report (see Step b) from register. The remainder cash amount should be left in drawer totaling 200.00(See sec.2 step b). Write cash amount on a deposit slip.

Note: If an employee personal check is written subtract the amount of the check from the cash section on the Daily Report (see step b). Add the personal check amount to the check section of the report.

- g. Add all the checks. Compare the total to the Daily Report and if the totals match.

Nederland will write their checks on a separate deposit slip. Make sure to include all personal checks on the deposit slip. Copy both of the deposit slips together, these will be side by side on the same sheet.

Baytown office will only make one deposit slip.

****Both locations -If more than one employee personal check is included in the deposit, copy all of them on the same sheet and place them after the deposit slip. If only one check is written then simply copy it on the bottom of the same sheet as the deposit copy.*

- h. Add each credit card transaction receipt. Compare both report totals from **Receipts by Payment type and the Totals Report off the credit card terminal machine**. All totals should match. The totals are verified the following day by the accounting department

****Note: If the clerk is over/under in the cash fund, all receipts will be checked again. If fund does not balance a backup clerk will check the cash fund and try to balance. If difference cannot be found, it will be indicated on the report. All resources should be verified prior to leaving an unbalanced transaction. If a daily deposit cannot be balanced a written report, including a copy of the Daily Deposit form must be submitted to the Vice President of Operations for the location of the issue, the supervisor of ACCOUNTING dept., and President and CEO of ISTC. This written report must include the name of the two customer service representative who verified balancing the drawer and the amount of shortage/overage. The report should be submitted within 24 hours.*

- i. Fill out Daily Cash Drawer Report.

****Note: Baytown office-Will complete steps a-h and the original deposit slip, cash, and checks are then given to supervisor to be placed in locked cabinet or delivered to bank. The completed daily cash drawer report with all associated paperwork (i.e., deposit slip, credit card receipts/reports, etc.) is filed in a locked cabinet until the next business day. On that next morning an email of the previous days daily cash drawer report with all associated paperwork will be sent to accounting (accounting@istc.net). The daily cash drawer report with all associated*

paperwork is then placed back into the locked cabinet until Friday. All original documents will be delivered to the Accounting Department weekly.

j. All deposit paperwork is submitted in the following order and submitted to accounting daily.

Note: Make sure you adjust the copier to a darker setting when copies are being printed.

- ❖ Envelope with deposit slip, cash, checks and credit card receipts and print out from credit card machine.
- ❖ Daily Cash Drawer Report
- ❖ Copy of Deposit slip
- ❖ Receipts by Payment Type Form (step b)
- ❖ Copies of checks ,then credit card receipts
- ❖ Original Credit Card Authorization Forms
- ❖ Copies of original Credit Card Authorization Forms