

Money Counting

When counting money, we suggest the following:

- After your first day of sales, take out your start up cash.
- At the end of each day count the money you'll be turning over to us, leaving the starting cash in your register(s) for the next day. Use the Daily Sales Summary to record the money.
- As a safeguard, two people should count together and both people should sign at the bottom of the Daily Sales Summary.
- Cash:
Separate bills by monetary denomination. Write amounts on the Daily Sales Summary.
- Coin:
Keep coins until the last day. Please have them rolled for us and recorded on the Daily Sales Summary.
- Charge Machine Receipts:
Sort the Charge Machine Receipts in numerical order by reference number. This step will allow you to find duplicates or missing transactions. If you are missing a transaction, let your coordinator know. Tally the receipts and record the total on the Daily Sales Summary.
- Certificates and Coupons:
Enter "Mrs. Nelson's Toy & Book Shop" gift certificate and "Visit our Fair" coupon amounts into your daily sales. There is a line where you can input this information on the Daily Sales Summary.
- Keep money in a safe place on campus until you turn it over to your Mrs. Nelson's coordinator.



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