

Cosmetology

Take out contents from the bag.

Reconcile money and checks received with the cash count sheet. Run a tape of the money by subtracting \$150 from each bag. Attach the tape to the cash count sheet. This money will be returned in various denominations back to the department.

The procedure stated above has been taken over by RCC Cashiers. You will only reconcile the work from the RCC Cashiers, and continue with the procedure below.

Write one **District receipt** for each cash count sheet indicating the Fund number (11), the budget code (1000 0000 0556 8849) and the date and shift (whether it is AM or PM) of the cash count sheet. Reference the receipt number on the cash count sheet, Make the entries on the Cosmetology spread sheet and file the cash count sheet with report.

Distribution of receipts

White Copy- The Cosmetology Department (Peter Westbrook).

Yellow Copy- Accounts Receivable (Nany Dizon)

Pink Copy- Filed in the office (by Printer)

Run a tape of the money left for deposit, reconciling it with the cash count receipts. Bundle cash and attach tape to cash. Record amount on the district envelope and put it in the district envelope. Add your district receipt numbers to the Daily Receipt Log on the Share drive (ABS Share Folders/ Receipts/ FY XX Daily Receipt Log).

