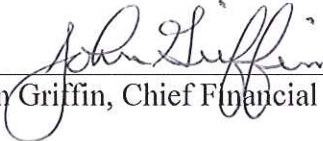




The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

Procedure Number: CO016

Date: June 24, 2010
Revised: June 18, 2012


John Griffin, Chief Financial Officer

Title: Procedure for counting and controlling cash in The Athletic Concessions Department.

Statement

This procedure is established to document the counting and control of cash generated by the Athletic Concessions department of The University Corporation, (TUC).

Procedure

Background

TUC operates Athletic Concessions at most major athletic events on the California State University Northridge campus. The Athletic concession office in the Bookstore Complex contains a safe to hold cash. There is a Security camera for added protection. The video feed from all security cameras is located in the TUC corporate offices.

Daily routine

1. At the beginning of each Athletic Concession shift, the supervisor takes the cash bag (beginning till) containing \$300 from the safe, and places no more than \$100 into a locked cash register.
2. The cash registers are then taken (usually by electric cart) to the location of the event. The number of registers used varies with events. If there are less than 3 registers used, the remaining money is to be put back into the safe before leaving for the event. All cash registers start the event with \$100. Before leaving the office, the registers and batteries must be checked for proper operation, by running a "z" report. This will also make certain that the register is cleared out from the last event.
3. At the event, each cashier is required to turn on and unlock their cash register with the supervisor present and count the cash drawer, verifying that there is \$100.00. If there is not \$100 in the drawer, the cashier is to note that on the journal tape in the cash register and initial it. Only one cashier can use a cash register at an event.
4. Cashiers perform their work and process sales transactions.
5. At the end of the event, each cashier is to run an "x" and a "z" report. Those reports must be placed into the cash register. Cash registers are turned off, locked and taken back to the Concessions office. All registers are to be taken back in one cart with 2 people present at all times.

6. The supervisor and one other concessions employee have the responsibility of counting the cash drawers. The registers are to be counted on the desk in the concessions office in plain view of the camera.

The employee:

- a. Plugs in and turns on the register.
- b. Removes all the money from the register.
- c. Removes the "x" and "z" report from the Register to provide the sales information.
- d. Counts the sales receipts and fills in the right side of the Daily Sales Report (DSR) *See attachment 2.*
- e. Compares the "x" and "z" report with the counted sales receipts for reconciliation purposes.
- f. Signs the DSR as counted by.
- g. The beginning till amount, (\$100.00) is put back into the safe to be used again. The empty cash register is put aside for the next event. If there is a shortage or overage of \$10.00 or more, the counting supervisor will contact their supervisor immediately.
- h. Places the DSR, the "z" report, and the cash into the unlocked bank deposit bag.
- i. Places the unlocked bag in the safe.
- j. The "x" report should remain on file in the concessions office.

The supervisor:

- a. Re-opens the bank deposit bag and beginning cash bag (beginning till).
- b. Recounts the beginning till amount.
- c. Recounts the bank deposit amount.
- d. Reviews the DSR information.
- e. Verifies any shortage or overage noted by first counting employee.
- f. Signs the DSR as supervisor.
- g. Puts the DSR, the Terminal Tender report, and the cash receipts into the bank deposit bag.
- h. Locks the bank deposit bag and places in safe.
- i. Returns till to the safe.

Other tasks

1. The supervisor is also responsible for maintaining the proper denominations of currency in their beginning till. To maintain the proper denominations, the supervisor places an order by phone with the Cash Room for the necessary change. The supervisor places the required order total in a change bag and seals it for transport to the cash room.
2. Locked deposit bags are to be taken no later than the second business day by the supervisor to the TUC cash room. The supervisor will also pick up the previous day change order and return it to the concessions office safe.