

Thoreau School Store Procedures Fall 2008

1. Check in with office. Get **Cash Box** and **School Store Records Notebook** from back closet in office. Inside the cash box you will find:
 - ✓ Key to PTA closet
 - ✓ At least \$50 in change

Inside the School Store Records Notebook you will find:

- ✓ Weekly Accounting Worksheets
 - ✓ Inventory Pricing Worksheets
2. The PTA closet is in the back right of the stage in the cafeteria.
 3. Take all items from the Cart and place them on the 2 large tables on the front of the stage.
 4. Count money in cash box and fill out “Beginning Cash Balance” on the Accounting Worksheet.
 5. Sell! Sell! Sell! Tally sales on the Inventory Pricing Worksheet. If you need additional inventory, take it from bins on the PTA closet shelves.
 6. At the end of C lunch, count and record “Ending Cash Balance” on the Accounting Worksheet. Put items back on the cart and be sure to **LOCK THE PTA CLOSET**.
 7. Return the Cash Box and Notebook to the school office including:
 - Key to PTA closet
 - Cash
 - Inventory Pricing Worksheet (with the inventory tallies from the day’s sales)
 - Weekly Account Worksheet (with the ending cash balance for the day)
 8. **Thursday’s volunteers**, please total all cash for a deposit leaving approximately \$50 in the cash box for the following week. **Sign the Accounting Worksheet and a Cash Receipts Voucher** with totals for deposit. The PTA requires the dual signatures for our Treasurer. Please make one copy of the Accounting Worksheet and Cash Receipts Voucher for the Notebook. Rubber band the originals around the cash for deposit. Please leave bundle in the cash box.

THANK YOU! Any questions, call

Jill (703-281-2094 or 703-587-6329) or Michele (703-620-0828 or 713-816-5996)

