



Cash Handling

Book Fair Company

How to handle your cash and daily sales report

- Daily Sales Summary forms are located in your blue folder on yellow paper.
- In the Square application, go to **Reports** for your daily sales report
 - Select **Sales**
 - On your daily sales form, fill in the credit card amount

TOTAL BILLS: _____
 TOTAL COIN: _____
 CHECKS: _____
 CARDS: _____

- Locate the cash amount on the sales report. Remove this exact amount from your drawer in any denomination, including coins.
- In the cash section on the yellow daily sales slip, fill out the specific amounts of cash and coins you pulled from your drawer. Again, the total of cash and coins should match the square sales reports.

COUNT ALL MONEY YOU ARE SENDING TO MRS. NELSON'S.
 (DO NOT INCLUDE STARTING CASH.)

BILLS:		COIN: Count coin on last	
_____ X 1.00 = _____		_____ X .01 = _____	
_____ X 2.00 = _____		_____ X .05 = _____	
_____ X 5.00 = _____		_____ X .10 = _____	
_____ X 10.00 = _____		_____ X .25 = _____	
_____ X 20.00 = _____		_____ X .50 = _____	
_____ X 50.00 = _____		_____ X 1.00 = _____	
_____ X 100.00 = _____			

- Add up all check amounts for the day and fill in the totals on the check line of the daily sales slip.

TOTAL BILLS: _____
 TOTAL COIN: _____
 CHECKS: _____

- Place the daily sales summary, cash, coin, checks, and any other corresponding paperwork from the day in an envelope marked with the date and set it aside in a safe location until the end of your fair.

- You will repeat these steps daily and on the final day of your fair when a Mrs. Nelson's representative comes to help you tear down your fair, you will give them all your daily envelopes and you will verify the counts with them

- Remember to call your Coordinator if you have any questions when filling out your daily sales summaries.