

SUMMER SCHOOL REGISTRATION PROCEDURES CASH/CHECK TRANSACTIONS

- 1 Count the cash in the cash box when received and initial agreement in amount on the Reconciliation Form next to "Beg cash".
- 2 Document the receipt number of the first blank receipt in the receipt book on the Reconciliation Form next to "Beg receipt #".
- 3 Obtain a Registration Form from each student registering for a class.
- 4 Calculate the fee per the bottom portion of the Registration Form and collect payment.
- 5 Issue a receipt to each person making payment (the top copy). Be sure to fill the receipt out completely including: Date, Name, Amount, Type of Pymt (cash, check, etc.). Leave the carbon copies in the book.
- 6 Document the receipt number on the upper right hand corner of the Registration Form.
- 7 After registrations are complete, remove the second copy (1st carbon copy) of the receipts from the receipt book. Document the last completed receipt number on the Reconciliation Form next to "End receipt #".
- 8 Total the amount of all the receipts and document on the Reconciliation Form next to "Total receipts".
- 9 Count all of the cash in the cash box and document on the Reconciliation Form next to "End cash".
- 10 Total all of the checks and document on the Reconciliation Form next to "Checks total".
- 11 If payment was made in any other form (i.e. money order), total these amounts and document on the Reconciliation Form next to "Other total".
- 12 Calculate the "Total Collected" on the Reconciliation Form. This amount should agree to the "Total Receipts". If it does not, an error was likely made in counting the cash, checks or receipts. Recalculate these amounts.
- 13 Once the "Total Collected" and Total "Receipts" agree, sign the form.
- 14 Attach copies of the Registration Forms and carbon copies of the receipts to the Reconciliation Form and submit to the Summer School Principal.

Note: Please inform parent/student to keep receipt copy. They will need this in order to receive a refund.

SUMMER SCHOOL REGISTRATION RECONCILIATION FORM

FUNDS ON HAND

BEG CASH (a) _____ INITIAL _____

END CASH (b) _____ INITIAL _____

CASH COLLECTED (c) _____
(= b - a)

CHECKS TOTAL (d) _____

OTHER TOTAL (e) _____

TOTAL COLLECTED _____ **
(= c + d + e)

RECEIPTS

BEG RECEIPT # _____

END RECEIPT # _____

TOTAL RECEIPTS _____ **

** These amounts must equal.

SUBMITTED BY _____

SUMMER SCHOOL REGISTRATION PROCEDURES CREDIT CARD TRANSACTIONS

- 1 Obtain a Registration Form from each student registering for a class.
- 2 Calculate the fee per the bottom portion of the Registration Form.
- 3 Swipe card and process payment for the amount calculated above. (You should've already received training on the computer process).
- 4 Print two receipts from the credit card program.
- 5 Have one copy signed for us to keep for our records and give one copy to the person making payment for their records.
- 6 Attach copies of the Registration Forms to the signed credit card receipts and submit to the Summer School Principal.

Note: Please inform parent/student to keep receipt copy. They will need this in order to receive a refund.