



"Creating an excellent
college experience"

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Subject:

**Concessions - Cash Handling
Procedures**

Cash Handling Procedures:

The following procedures will be used when handling money in order to deter theft, reduce potential loss due to theft and increase individual accountability for register overages and shortages. The purpose of these procedures is to protect employees as well as Utah State University resources. Cash Handling by the Deposit Team remain the same as in Dining Services Policy 110.

Procedure:

There are two main sources of revenue for Concessions. One is regular register sales. The other is commissions from 3rd party vendors who are allowed to sell their products during events. How the cash is handled for both are addressed in this policy.

The POS system is in place for daily sales reconciliations. The Concessions Manager completes a monthly inventory count. The adjustment between beginning and ending inventory is then posted to cost of goods sold (COGS) monthly. When COGS falls outside the acceptable range, an investigation is done with the appropriate location manager to analyze the reasons.

Cash Drawer Delivery and Cash Return Pickup by Concessions:

1. Two persons are to be involved throughout the entire cash handling process.
 - a. For larger events (three or more cash bags), the Executive Director or Concessions Manager will be involved in getting money from the safe in the concessions office.
 - b. For events smaller than three cash bags, two Concessions Supervisors will get money from the safe in the concessions office.
 - i. All safe access will be regulated following Dining Services Policy 110a.
 - ii. Policy 110a is the Safe Combo agreement signed by people with access to the safe. The safe is in a locked office in the Spectrum. Only the executive director, the Concessions Manager, and the two cash team members have access to the safe. They have all signed the safe combination agreement. The combination is changed whenever one of these employees terminates, in accordance with our existing safe policy.
2. If transportation is necessary, persons delivering and picking up money must use a University Vehicle and the large locking bag to transport money bags between Concessions and the Safe Room. They must be as discreet as possible while transporting funds between locations.
3. The separate cash drawer funds are delivered to each concessions location and signed for per procedures below. Two persons are involved in all transfer of money.

Beginning Procedures for Cashiers as follows:

1. The volunteer group leader for that event and location will read and sign the Cash and Credit Card Training Agreement (see Policy 110c) representing all persons handling cash and credit cards in that location.
2. Each person handling cash or credit cards will review the Cash and Credit Card Training Agreement (see Policy 110c)
3. The agreement will be filled out once per year per volunteer group and kept on file by the Concessions manager

4. At each concession location, all drawer funds are to be counted in. The individual drawer's funds are opened and counted by the location's representative, in the presence of at least one concessions management team member. The Cash Drawer Fund Sheet is initialed on each line by the location representative and team member to confirm the Cash Fund totals are correct and accounted for in the delivered money bag.

Closing Procedure for Cashier As Follows:

1. All money is moved and transported in the presence of two persons.
2. At end of event the Cashier, a volunteer, counts all money from drawer and fills out Daily Cash Return Sheet in presence of the Concessions Supervisor assigned to the location.
3. Person counting the money prints and signs name in the "Counted By" section.
4. Concessions Supervisor prints and signs name in the "Supervised By" section.
5. Both put money, checks and Daily Cash Return Sheet in drawer bag and place in lockable bag for that location.
6. Process is repeated for each cash drawer.
7. When all drawers have been counted:
 - a. Large locking bag is locked shut.
 - b. The Concessions Supervisor informs the Concessions Manager that all drawers have been counted and money is ready to be picked up.
8. As soon as all money has been counted in each concessions location, a police officer will accompany one concessions management member in picking up all locked money bags and securing them in the safe, located in the concessions office.

Concessions Manager Process

1. At the end of the event, the Concessions Manager cashes out with the 3rd party vendors by filling out the VendorSales&Commission form.
 - a. Payment should be collected immediately from the 3rd party vendor, whether in cash or by check.
 - b. Cash collected should be counted by the Concessions Manager to ensure it matches what is owed and initial the amount owed indicated on the VendorSales&Commission Form.
 - c. The cash and form from each vendor will be bundled together and placed in a small zipper bag
 - d. When all vendors have cashed out, all small zipper bags will be placed in a larger locking bag and secured in the safe.
2. Concessions Manager also oversees the secure placement of locking bags, gathered from concessions locations, into the safe.

Cash Team Process

1. Following procedures and schedules set forth in Dining Services policy 110, the cash handling team will deliver and collect money to and from the concessions office.
2. 3rd party commissions will be counted and verified with the **VendorSales&Commission** form.
3. When all 3rd party bags have been counted, they will enter the cash into the Cash Accounting Program in Access.
 - a. There will be a note on the deposit identifying it as 3rd party commission money.
 - b. A Departmental Deposit Slip will be filled out to A36833 564110
4. The cash team will then pull the sales report for all sales from the PayPal Here app
 - a. The report can be found by clicking the menu button on the left side of the screen
 - i. Click Sales Activity
 - ii. Click Sales Reports
 - iii. Click the drop-down menu where it says "Today"
 - iv. Click specify Date
 - v. Enter the day the event was held
 - vi. Click Done
 - vii. Click the Download button at the top

- viii. Export CSV
 - ix. Enter their email address and the detailed sales report will be sent to them.
 - b. Once the report has been emailed to them, they will use pivot tables to combine and sort the sales data
 - i. The first pivot table will be used for cash balancing.
 - 1. Click the Insert table
 - 2. Click Pivot Table
 - 3. Click OK without changing any of the information
 - 4. A new tab will appear
 - 5. On the right, click the boxes for **Seller ID, Net Collected, and Payment Type**
 - 6. The report will now have the cash for each drawer available
 - c. The cash team will go drawer by drawer and rebuild the bags and pull out the deposit exactly as in Policy 110.
 - i. They will enter the cash counted next to the cash on the PayPal sales report noting any variances
 - d. They will do one deposit for all of Concessions and will only enter information on one deposit form in the Cash Accounting Program
 - i. They will create a second pivot table from the PayPal sales report
 - 1. They will go back to the raw data
 - 2. Click the Insert tab
 - 3. Click Pivot Table
 - 4. Click OK without changing any of the information
 - 5. A new tab will appear
 - 6. On the right, click the boxes for **Net collected and Payment Type**
 - 7. This is a summary of all the sales for credit card, cash, and checks
 - e. They will add up the totals for Card (Chip), Card (Key-in), and Card (Swipe) for a total credit card deposit, and enter that information in the BlackBoard column of the Cash Accounting Program deposit form.
 - f. They will enter the Cash from the PayPal sales report in the Blackboard column of the Cash Accounting Program deposit form.
 - i. They will enter the cash actually counted from the first pivot table in the Cashier Count column.
 - 1. If there is an over/short greater than .5% the cash team will contact the Concessions Manager. Internal Audits is contacted if the over/short is \$100 or more
 - g. The cash team will save a copy of the PayPal sales activity report in Shares>Concessions>Daily Deposit.
5. After the deposits have been counted and deposited (see Policy 110), the Concessions Manager will use the PayPal sales report to see the amount brought in by each register and will send the sales and tip information to the group running the register.
- a. It is the group's responsibility to send an invoice for payment of their share of the sales
 - i. A copy of the invoice will be sent to the Business manager for payment

The department refers to the Cash Handling Procedures posted on the Controller's Office website for any other situations not specifically addressed in these departmental procedures.