



Somerset Community College

COSMETOLOGY DEPARTMENT
Daily Deposit Sheet

CASH: \$ _____

DEBIT/CREDITCARDS: \$ _____

TOTAL DEPOSIT: \$ _____

PROGRAM SITE INSTRUCTOR

DATE

Note: Please submit all receipts in the order they were written (including any that have been voided) to Business Office by 3:00 p.m.

Thank you!



Somerset Community College

COSMETOLOGY DEPARTMENT

STUDENT CASHIER ASSIGNMENT LOG

DATE: _____ LOCATION: _____

	NAME (PRINTED)	SIGNATURE
Student Cashier #1		
Student Cashier #2		
Site Instructor		

STUDENTS: By signing in the box above, I agree to comply with the KCTCS/SCC cash handling policies in general and as they apply to the Cosmetology salon/client operations at Somerset Community College. I understand that I am responsible and accountable for all cash handled by me.

SITE INSTRUCTOR: By signing in the box above, I agree to comply with the KCTCS/SCC cash handling policies in general and as they apply to the Cosmetology salon/client operations at Somerset Community College. Further, I acknowledge responsibility for the overall cash collections, and for ensuring that students comply with cash handling policies.

NOTE: *There can be only two student cashiers assigned per salon/client day – no exception.*

Cash Handling Procedures Specific to the Theatre Department

BOX OFFICE ADVANCE SALES

Box office hours are at the discretion of the department and are primarily based on the Theatre Assistant's schedule. The hours and dates of tickets sales should be posted on the box office door once they have been determined. The box office is also open in the lobby of the theatre for one hour prior to curtain on performance nights. For advance sales made at the box office window, credit cards are accepted as well as cash and check. For door sales, only cash and checks are permitted.

TICKETS & SEATING

All ticketed performances have assigned seating. The theater assistant is in charge of preparing and printing tickets for each performance.

Ticket Prices (includes Kentucky sales tax)

\$5 Advance

\$8 Door

PREPARING THE TICKETS & SEATING CHART

1. Open "Stoner Tickets" (found in the Templates folder) and SAVE AS in the appropriate production folder.
2. Use Ctrl+F function to "Find & Replace" the information on the ticket template: Title, Date, etc.
3. Print tickets on colored cardstock, using a different color for each performance to help keep track of each night's tickets.
4. Cut tickets with paper cutter.
5. Sort tickets by date and then by row. Use rubber bands to keep them sorted.
6. Double check all the seat numbers listed are available during the performances.
7. Open "Stoner Seating Basic" (found in the Templates folder) and SAVE AS in the appropriate production folder.
8. Block out any unavailable seats and update the dates. Note each date has a separate tab in the workbook. It helps to highlight the date in a color that matches its ticket color.
9. Save.

SELLING THE TICKETS IN ADVANCE

When a sale is made, the following procedures will be followed:

1. Open the seating chart saved for the production.
2. Ask the patron how many tickets they need, and for which performance.
3. Consult the chart to see which seats are available. Dress house from center of house outward. Highlight the seats you choose to sell using the fill button in the toolbar. Using the drop down menu, select "Insert Comments," type in the Comment box(es) above the seat(s) the name of the patron purchasing the tickets. (Often, someone will call back later and want an additional seat nearby so this helps that process go smoothly.)
4. Find the corresponding printed ticket(s), double check with the patron that they are the correct date.
5. Remind the patron to arrive ten minutes before curtain, and that children under 6 are not permitted.
6. Accept payment.

7. Record sale on receipt book supplied by Business Office, **including patron's name and phone number**. The patron gets the white copy.
8. Cut the ticket stub(s) and note on it the type of sale made, and note payment method. (CC=credit card, \$=Cash, CK = Check) **Keep the stub** for closing your cash box and making your box office report at the end of the day.
9. After the transaction, check the seating chart to make sure the correct seats have been marked sold and save the updated chart.

All ticket sales are final. Once the stub has been cut, a sale has been made.

When assigning seating, try to leave empty seats open in groups of 2 or 3. To make the theater feel fuller, try to spread assigned seats out among the center section and front of the side sections first, leaving empty seats between parties to be filled by later ticket buyers.

Some patrons will request the larger seats. These are portable chairs and are denoted on the tickets by "PORT" or on the seating chart by a different color. Try to accommodate seating requests when possible.

CREDIT CARDS

The credit card machine should be locked up when not in use. When in use, the credit card machine must be plugged into an outlet and connected to the network. Although the machine prints a receipt for each transaction, a handwritten receipt must also be created for the business office. Staple the yellow copy to the credit card receipt, give the white copy to the patron along with a copy of the credit card receipt, and keep the pink copy in the receipt book.

CASH HANDLING

All persons who handle cash must go through cash training with the business office. Contact the Manager of Business Operations to schedule cash training. Cash received must be taken to the cash office daily. Every time cash changes hands, a receipt must be written to track it. You will need to check out receipt books from the cash office. These are serialized and should be stored in a locked cabinet when not in use. Pink copies of receipts always remain in the book. When all the receipts are used, the book is returned to the cash office.

When cash is being handled, the office door must be kept shut and locked. Extra precautions should also be taken with tickets as they have cash value.

The cash office is located in the Meece building, and has a window to the main lobby there.

Evetta Thompson, Manager of Business Operations
evetta.thompson@kctcs.edu
Ext. 16613

Lauren Copenhaver, Cash Office
lauren.copenhaver@kctcs.edu
Ext. 16616

REPORTING

1. Each day, complete a "box office form" and take all income generated, the matching ticket stubs and corresponding receipts indicating the amount of money from ticket sales to the Cashier's office located in the front of Meece Hall.
2. Cashier will confirm deposit is balanced with all funds/receipts accounted for, and will write a receipt back to the Theatre employee for the amount of funds deposited.
3. At conclusion of run and once all monies and unsold tickets have been deposited with the Cashier in the Business Office, generate a Box Office Report for theatre director. See previous reports in binder labeled "Box Office Receipts" for formatting of report.

BOX OFFICE DOOR SALES

Door sales begin at one hour prior to curtain. All tickets are \$8.00 each, which includes KY sales tax.

Presold tickets will be kept apart with the names of the patrons on the tickets.

Keep track of how the house is dressing on the seating chart. The hard copy of the seating chart is for your reference only. **Do not show the patron the seating chart.** Unless a patron insists, do not allow the patron to choose their seats. Inform them that you are giving them the best available seat given the available seating. If a patron wishes to sit with someone who has already bought tickets, check to see if you can accommodate. If not, sell them seats closest to the other party. Avoid showing the patron the seating chart.

SELLING THE TICKETS AT THE DOOR

When a sale is made, this is the procedure to follow:

1. Ask the patron how many tickets they need.
2. In pencil, cross out the seats you sell the patron on the seating chart.
3. Find the corresponding printed ticket(s).
4. Accept payment.
5. Record sale on receipt, **including patron's name and phone number.** The patron gets the white copy. Yellow copies are sent to the Business Office with deposit. Pink copies stay in the receipt book.
6. Cut the ticket stub(s) and check the appropriate box on the stub , and note payment method. (CC=credit card, \$=Cash, CK = Check) **Keep the stub** for closing your cash box and making your box office report at the end of the day.

All ticket sales are final. Once the stub has been cut, a sale has been made.

DRESSING THE HOUSE

Unsold tickets and tickets turned back in should be sold from the center of the house outward. Fill out the center section of the house first and then from the aisles toward the wall. Arrange unsold tickets in groups of singles, two, three and four. Pre-arrange these groups to sell at the point of purchase.

Some patrons will request the larger seats. These are portable chairs and are denoted on the tickets by "PORT" or on the seating chart by a different color. Try to accommodate seating requests when possible.

CREDIT CARDS

Although the machine prints a receipt for each transaction, a handwritten receipt must also be created for the Business Office. Staple the credit card receipt to the yellow copy, give the white copy to the patron, and keep the pink copy in the receipt book.

CASH HANDLING

Every time cash changes hands, a receipt must be written to track it. You will need to check out receipt books from the cash office. These are pre-numbered and should be stored in a locked cabinet when not in use. Pink copies of receipts always remain in the book. When all the receipts are used, the book is returned to the cash office.

When cash is being handled, the office door must be kept shut and locked. Extra precautions should also be taken with tickets as they have cash value.

STUDENT RUSH LINE

When the box office opens, a “student rush line” list will be kept and students will be listed on a first-come/first-served basis. Each student will list their name and the name of their teacher.

At fifteen minutes prior to curtain (or at any earlier time designated by the theatre director) unclaimed tickets will be released, for no charge, to students on the “student rush line” list. Check them off the list as tickets are released. Mark the stub accordingly.

Release tickets from the unsold group before you release presold tickets.

Miscellaneous Funds

Pre-numbered receipt forms must be used to receipt miscellaneous funds. Sufficient documentation must be attached to the daily cash recap sheet describing the purpose of the funds.

Exceptions

Any exception requires prior written approval by the CBAO. Emergency situations should be brought to the attention of the CBAO as soon as possible.

Schedule A

Transcript Log

NOTE: double rec.#'s
have credit card payments

<u>Date</u>	<u>Amount</u>	<u>Signature</u>	<u>Verified by:</u>	<u>Receipt #</u>
4/1/2004	\$32.00	*	*	
4/6/2004	\$22.00			
4/13/2004	\$32.00			
4/15/2004	\$37.00			
4/23/2004	\$70.00			
4/29/2004	\$41.00			
		<h1>Sample</h1>		

*On file in notebook

Authorized Imprest Cash Accounts as of November 1, 2018**Somerset Campus**

Business Office - \$1,000 (checking)	Evetta Thompson
Business Office – \$100 (Cashier)	Lauren Copenhaver
Business Office – \$100 (Cashier)	Sarah Edmon-Burton
Business Office - \$350 (Extra Change Funds)	Evetta Thompson
Admissions/Transcripts - \$50 (change)	Paula Latham
Cosmetology - \$50 (change)	Jennifer Owens
Assessment Center - \$20 (change)	April Russell

London Campus

Business Office - \$100 (Cashier)	Melissa Bray
Cosmetology - \$100 (change)	Brandy Brock
Assessment Center - \$30 (change)	Terri Flanary

Clinton Center

Cosmetology - \$100 (change)	Joni Upchurch
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DAILY CASHIERING CHECKLIST

1. Opening (AM/PM) Campus Cashier (may also be Head Cashier) opens cashier office, opens registers, and opens cashiers using the copy feature. College Manager of Business Operations creates/deletes valid registers and creates cashiers as needed.
2. Each cashier shall utilize a cash register to record all transactions, including tuition payments. Each cashier is assigned individual cash drawers for their own cash registers. Sharing/changing between drawers is not allowed – NO EXCEPTIONS.
3. Process payments received by mail.
4. Process any returned items from bank, process any student repayment of financial aid because student dropped/withdrew from class(es).
5. Deposit any departmental funds, i.e., transcripts, vending, B&I, library fines/receipts, and copier receipts.

Note: Any service for which the college invoices must go through the Accounts Receivable (AR) module. A cash receipt journal may be used for cash received not related to a student payment or for non-service items not required to be processed through the AR module.

6. Process journal entry vouchers for those deposits or receive departmental funds through A/R module. (It is recommended the Head Cashier perform this task.)
7. End of the day:

Each Campus Cashier:

- Runs query report (K_TARGET_KEY_ENTRIES_CSHOFFICE) and verifies amounts by cashier and verifies the correct target / tender keys were used.
- Cashiers organize receipts or other student documentation required for balancing.
- Cashiers balance out individual registers and reconcile to PeopleSoft and give receipts and supporting documentation to the Head Campus Cashier.
- Individual cashiers are responsible for voiding and re-receipting if needed.
- Where payment reversals and payment quick posting are required, the Manager of Business Operations must be consulted prior to actual posting.
- The Primary Campus Cashier closes, balances, and transmits the credit card machine totals.

SCHEDULE C

Each Primary (Closing Cashier) Campus Cashier:

- Runs query report (K_TARGET_KEY_ENTRIES_CSHOFFICE) to a cashier tender total query and verifies amounts by register and verifies the correct target keys were used.
- Runs query report (K_SF_RCPTS_BY_BUSDAY) to a cashier tender total query and verifies amounts by register.
- Combines funds (money) of all cashiers and again verifies the total amount as compared to the query.
- Prepares deposit(s) and daily balance sheet.

If a discrepancy occurs, the Primary Campus Cashier runs further queries until discrepancy is located.

8. After balancing the open cashiers, the Head Cashier closes the registers and then closes the cashiering office.
9. Documentation in closing is to include:
 - Excel spreadsheet and any adding machine tape of the checks received attached to the deposit.
 - Copy of bank deposit slip.
 - Cash register tapes.
 - Adding machine tape of cash over/short to be clearly attached to the deposit detail.
 - Credit card detail batch report.
 - List of all returned checks processed including student name, id #, and amount of returned item.
 - All documentation is to be attached to the closing query reports.
10. Deposit(s) are typically to be made by 4:30 p.m. each day by the designated business office employee.
11. Documentation (Balance Sheet) is forwarded to the Manager of Business Operations.
12. Head Cashier runs the G/L Feed report daily to verify totals from SF journals match the deposit.
13. Funds transfer is called in, at least weekly (Friday) or when the compensating balance is exceeded by \$500.00, from local bank account to College's cash account at the System's Office. (Emphasis should be given to daily transfers.)

SCHEDULE C

Notes:

- All student payments must go through the student financials.
- All invoiced payments for services rendered by the college must go through the AR module. Non-service items where a college invoice is not applicable may be posted into the General Ledger via a cash receipt journal.
- For the Student Financials in particular:
 - In all cases where students are being receipted, payments must be applied to a specific term.
 - Before exiting the Target Key field, cashiers are to observe for the correct payment type based on the Target Key description.
 - In cases where student is paying for multiple terms, care should be exercised to ensure that target and tender types match and are equal, and the intended term is specified.
 - Use of cashiers' access is to be strictly limited to the individual logged on – **no sharing of passwords or screens!**

**SOMERSET COMMUNITY COLLEGE
CASH HANDLING PROCEDURES**

I acknowledge that the cash handling procedures for my area have been discussed with me and I have received a copy of these procedures. _____

I acknowledge it is my responsibility to read and fully understand and comply with the procedures contained in this manual regarding cash handling. _____

I acknowledge that failing to comply with KCTCS and SCC cash handling procedures may result in violations to Federal and State regulations and KCTCS and SCC cash handling procedures and could result in disciplinary action or termination of my employment. _____

PRINT EMPLOYEE NAME: _____

SIGNATURE OF EMPLOYEE DATE

PRINT SUPERVISOR NAME: _____

SIGNATURE OF SUPERVISOR DATE

**Somerset Community College
Cash Handling Procedures
Supervisor Sign-Off Sheet**

I have received a copy of the Manual of Cash Handling Procedures/Guidelines for Somerset Community College revised on January 9, 2019. I understand that this manual does not replace KCTCS Business Procedures but is used to further clarify and identify procedures set forth by KCTCS.

I further understand that:

- I am responsible for reading this manual.
- I am responsible for the employees in my office reading and understanding this manual.
- I am responsible for the employees in my office adhering to these procedures and guidelines.
- I am responsible for notifying the Chief Business Affairs Officer when new personnel, with cash handling responsibilities, are assigned to my office.
- I am responsible for notifying the Chief Business Affairs Officer when job duties relating to cash handling change within my office.
- I am responsible for new employees within my department reading, understanding and adhering to these procedures.

PRINT SUPERVISOR NAME: _____

SIGNATURE OF SUPERVISOR

DATE

SCHEDULE F

SCC COSMETOLOGY CASH HANDLING PROCEDURES TRAINING

LOCATION: _____

I verify by my signature below that I attended the SCC Cosmetology Cash Handling Procedures training held on _____, and that I received a printed copy of these procedures.

PRINTED NAME		SIGNATURE
1.		
2.		
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