

Process for “Money Pouches” and Income from Lobby Sales — Merchandise, Flowers, Concessions

Treasurer (or designee) Prepares Three Money Pouches Before Friday Night’s Show

1. \$250 in change for each pouch — small bills, i.e 1s (50), 5s (20), 10s (10)
2. Each pouch should have a Cash/Check Count Record Slip included
3. Committee volunteer (at each station) counts cash to confirm \$250 enclosed

Two Committee Volunteers Count Sales Income

1. After each show, two committee volunteers count all cash/checks
2. Complete the Count Record Slip
3. Separate out \$250 for the next show

Treasurer (or designee) and Different Volunteer Prepare Deposit

1. Treasurer plus one (different) volunteer counts money in each pouch
2. Complete one Deposit Slip
 - a. Clearly note which show on slip (i.e. Fri eve, Sat mat, Sat eve, Sun mat, Sun eve)
 - b. Both people initial slip — one for each sales station for each show (*less \$250 set aside for the next show*)
3. Make sure Memo line for any checks have the proper account code:
 - a. Concessions (21310)
 - b. Flowers (21320)
 - c. Merchandise (21330) or T-Shirts/Logo Apparel (21350)
4. Treasurer (or designee) will email screenshot of each deposit slip to ED (caroline@gardencityballet.org) who will confirm the amount(s) match the final deposit(s) on bank statements, and ultimately match recorded deposits in QuickBooks.
5. Treasurer (or designee) returns starting money pouch (with \$250 change) to each station (Merchandise, Flowers, Concessions) prior to the next show.

REPEAT ALL STEPS ABOVE FOR EACH SHOW

Process for Making Actual Bank Deposit

1. Treasurer/President/ED shall keep safe all monies collected during performance weekend.
2. Treasurer/President/ED will make “in person” bank deposit on Monday following performances.
3. There should be one batch deposit per sales station (Merchandise, Concessions, Flowers) per show that matches the Count Record slip filled out by committee volunteers.