

# Preparing Cash Reports & Deposits

By Weber State University  
Internal Audit Department.





# Preparing Cash Reports & Deposits

This presentation is designed to give departments a brief outline of key procedures and controls that should be in place to safeguard cash and credit card transactions.

For this presentation, “Cash” refers to currency and Checks.



# Preparing a Cash Report

- A cash report should be completed by two individuals, one to prepare the cash report and one to verify the report.
- A Cash Report is used to reconcile the funds received to a Cash Register Tape or Computer Tally Report.
- The Cash Report is then sent with the Deposit to the Main Cashier.



# Two Types of Cash Reports

- Cashier Daily Cash Report.—A cash report for departments set up as Cashiers in STAARS or Banner and run a computer tally.
- Departmental Cash Report.—A cash report for departments that collect cash but do not enter the transaction directly into STAARS or Banner.
- General Information

To continue click on the report that applies to you or General Information.



# 17 Steps to Preparing a Cashier Cash Report

1. Run a Computer Tally Report from STAARS or Banner.



# An Example of a Tally Report From STAARS

21-Oct-02

WEBER STATE UNIVERSITY  
OFFICE OF THE CASHIER

PAGE1

SUB TALLY FOR WINDOW: ZZ 999  
TRANSACTION NUMBER 001 THRU 005

CASH	233.41	
CASH REFUND	-	
CHECK	500.00	
SUB TOTAL		733.41
CREDIT CARD	4,826.00	
BANK TOTAL		5,559.41
THIRD PARTY	1,095.00	
SCHOLARSHIPS	500.00	
DEPARTMENT	299.00	
TOTAL		1,894.00
GRAND TOTAL		7,453.41
REGISTRATION	7,453.00	
DETAL TOTAL		7,453.00



# 17 Steps to Preparing a Cashier Cash Report

1. Run a Computer Tally Report from STAARS or Banner.
2. Enter information from the Computer Tally Report to the Cash Report.



# Cashier Daily Cash Report

This information comes from your tally report.

WEBER STATE UNIVERSITY DAILY CASH REPORT			
Machine# <u>ZZ 999</u>			
Begin Trans # <u>001</u>		Ending Trans # <u>005</u>	
Tally Bank Total		<u>\$5559.41</u>	
Cash Advance		<u>\$0.00</u>	
Balancing Total		<u>\$5559.41</u>	
-----			
Credit Card Total		<u>\$4826.00</u>	
Checks Total		<u>\$500.00</u>	
\$100	<u>\$200.00</u>	\$10	<u>\$10.00</u>
\$50	<u>\$0.00</u>	\$5	<u>\$0.00</u>
\$10	<u>\$20.00</u>	\$1	<u>\$3.00</u>
Total Currency		<u>\$233.00</u>	
Wrapped Coin		25¢ <u>\$0.25</u>	
	<u>\$0.00</u>	10	<u>\$0.10</u>
Coin \$1 or 50¢		5¢ <u>\$0.05</u>	
	<u>\$0.00</u>	1¢	<u>\$0.01</u>
Total Coin		<u>\$0.41</u>	
Teller _____			
Total Deposits		<u>\$5559.41</u>	
Date <u>21-Oct-02</u>			
Accountant _____		RC# _____	



# 17 Steps to Preparing a Cashier Cash Report

1. Run a Computer Tally Report from STAARS or Banner.
2. Enter information from the Computer Tally Report to the Cash Report.
3. If you have a credit card machine, settle your credit card machine and transfer credit card information to your Cash Report.



# Cashier Daily Cash Report

WEBER STATE UNIVERSITY  
DAILY CASH REPORT

Machine# ZZ 999

Begin Trans # 001 Ending Trans # 005

---

Tally Bank Total \$5559.41

Cash Advance \$0.00

Balancing Total \$5559.41

---

Credit Card Total \$4826.00

Checks Total \$500.00

\$100 \$200.00 \$10 \$10.00

\$50 \$0.00 \$5 \$0.00

\$10 \$20.00 \$1 \$3.00

Total Currency \$233.00

Wrapped Coin 25¢ \$0.25

\$0.00 10 \$0.10

Coin \$1 or 50¢ 5¢ \$0.05

\$0.00 1¢ \$0.01

Total Coin \$0.41

Teller \_\_\_\_\_

Total Deposits \$5559.41

Date 21-Oct-02

Accountant \_\_\_\_\_ RC# \_\_\_\_\_

Enter the total of your credit card receipts here.

\$4826.00

If this is the wrong type of report, [click here](#).



# 17 Steps to Preparing a Cashier Cash Report

4. Add up the total of checks received and enter the amount on the cash report.



# Cashier Daily Cash Report

WEBER STATE UNIVERSITY			
DAILY CASH REPORT			
Machine# <u>ZZ 999</u>			
Begin Trans #	<u>001</u>	Ending Trans #	<u>005</u>
Tally Bank Total		<u>\$5559.41</u>	
Cash Advance		<u>\$0.00</u>	
Balancing Total		<u>\$5559.41</u>	
-----			
Credit Card Total		<u>\$4826.00</u>	
Checks Total		<u>\$500.00</u>	
\$100	<u>\$200.00</u>	\$10	<u>\$10.00</u>
\$50	<u>\$0.00</u>	\$5	<u>\$0.00</u>
\$10	<u>\$20.00</u>	\$1	<u>\$3.00</u>
Total Currency		<u>\$233.00</u>	
Wrapped Coin		25¢ <u>\$0.25</u>	
	<u>\$0.00</u>	10 <u>\$0.10</u>	
Coin \$1 or 50¢		5¢ <u>\$0.05</u>	
	<u>\$0.00</u>	1¢ <u>\$0.01</u>	
Total Coin		<u>\$0.41</u>	
Teller _____			
Total Deposits		<u>\$5559.41</u>	
Date <u>21-Oct-02</u>			
Accountant _____		RC# _____	

Enter the total of your checks here.

If this is the wrong type of report, [click here](#).



# 17 Steps to Preparing a Cashier Cash Report

4. Add up the total of checks received and enter the amount on the cash report.
5. Count all of your bills by denomination and enter the amounts on the cash report.



# Cashier Daily Cash Report

WEBER STATE UNIVERSITY			
DAILY CASH REPORT			
Machine# <u>ZZ 999</u>			
Begin Trans #	<u>001</u>	Ending Trans #	<u>005</u>
Tally Bank Total	<u>\$5559.41</u>		
Cash Advance	<u>\$0.00</u>		
Balancing Total	<u>\$5559.41</u>		
-----			
Credit Card Total	<u>\$4826.00</u>		
Checks Total	<u>\$500.00</u>		
\$100	<u>\$200.00</u>	\$10	<u>\$10.00</u>
\$50	<u>\$0.00</u>	\$5	<u>\$0.00</u>
\$10	<u>\$20.00</u>	\$1	<u>\$3.00</u>
Total Currency			<u>\$233.00</u>
Wrapped Coin	<u>25¢</u>	<u>\$0.25</u>	
	<u>\$0.00</u>	<u>10</u>	<u>\$0.10</u>
Coin \$1 or 50¢	<u>5¢</u>	<u>\$0.05</u>	
	<u>\$0.00</u>	<u>1¢</u>	<u>\$0.01</u>
Total Coin			<u>\$0.41</u>
Teller	_____		
Total Deposits			<u>\$5559.41</u>
Date	<u>21-Oct-02</u>		
Accountant	_____		
	RC# _____		

\$100 \$200.00 \$10 \$10.00  
\$50 \$0.00 \$5 \$0.00  
\$10 \$20.00 \$1 \$3.00  
Total Currency \$233.00

Enter each total of bills by denomination and then enter the total currency.



# 17 Steps to Preparing a Cashier Cash Report

4. Add up the total of checks received and enter the amount on the cash report.
5. Count all of your bills by denomination and enter the amounts on the cash report.
6. Count all of your coins by type and enter the amounts on the cash report.



# Cashier Daily Cash Report

WEBER STATE UNIVERSITY DAILY CASH REPORT			
Machine# <u>ZZ 999</u>			
Begin Trans # <u>001</u>		Ending Trans # <u>005</u>	
Tally Bank Total		<u>\$5559.41</u>	
Cash Advance		<u>\$0.00</u>	
Balancing Total		<u>\$5559.41</u>	
-----			
Credit Card Total		<u>\$4826.00</u>	
Checks Total		<u>\$500.00</u>	
\$100	<u>\$200.00</u>	\$10	<u>\$10.00</u>
\$50	<u>\$0.00</u>	\$5	<u>\$0.00</u>
\$10	<u>\$20.00</u>	\$1	<u>\$3.00</u>
Total Currency		<u>\$233.00</u>	
Wrapped Coin		25¢ <u>\$0.25</u>	
	<u>\$0.00</u>	10 <u>\$0.10</u>	
Coin \$1 or 50¢		5¢ <u>\$0.05</u>	
	<u>\$0.00</u>	1¢ <u>\$0.01</u>	
Total Coin		<u>\$0.41</u>	
Teller _____			
Total Deposits		<u>\$5559.41</u>	
Date <u>21-Oct-02</u>			
Accountant _____		RC# _____	

Enter each total of coins by type and then into the total for coins.

Wrapped Coin 25¢ \$0.25  
                   \$0.00 10 \$0.10  
 Coin \$1 or 50¢ 5¢ \$0.05  
                   \$0.00 1¢ \$0.01  
 Total Coin \$0.41



# 17 Steps to Preparing a Cashier Cash Report

4. Add up the total of checks received and enter the amount on the cash report.
5. Count all of your bills by denomination and enter the amounts on the cash report.
6. Count all of your coins by type and enter the amounts on the cash report.
7. Sum the totals for your credit cards, checks, bills and coins.



# Cashier Daily Cash Report

WEBER STATE UNIVERSITY			
DAILY CASH REPORT			
Machine# <u>ZZ 999</u>			
Begin Trans #	<u>001</u>	Ending Trans #	<u>005</u>
Tally Bank Total		<u>\$5559.41</u>	
Cash Advance		<u>\$0.00</u>	
Balancing Total		<u>\$5559.41</u>	
-----			
Credit Card Total		<u>\$4826.00</u>	
Checks Total		<u>\$500.00</u>	
\$100	<u>\$200.00</u>	\$10	<u>\$10.00</u>
\$50	<u>\$0.00</u>	\$5	<u>\$0.00</u>
\$10	<u>\$20.00</u>	\$1	<u>\$3.00</u>
Total Currency		<u>\$233.00</u>	
Wrapped Coin	25¢	<u>\$0.25</u>	
		10	<u>\$0.10</u>
	<u>\$0.00</u>	5¢	<u>\$0.05</u>
Coin \$1 or 50¢	5¢	<u>\$0.05</u>	
	<u>\$0.00</u>	1¢	<u>\$0.01</u>
Total Coin		<u>\$0.41</u>	
Teller	_____		
Total Deposits		<u>\$5559.41</u>	
Date	<u>21-Oct-02</u>		
Accountant	_____ RC# _____		

Enter the sum of your credit card, checks, currency, and coin totals here.



# 17 Steps to Preparing a Cashier Cash Report

8. Verify that the balancing total equals the total deposit. If the totals match, go to step 14. If they do not match, go to step 9.
9. Investigate why there is a difference. Review the transactions to determine if an error has been made in individual transactions. If an error has been made, make necessary corrections.



# 17 Steps to Preparing a Cashier Cash Report

10. All changes to tally must be approved and signed by the appropriate Supervisor/Head Cashier.
11. After errors have been corrected, run the Computer Tally Report again and update your cash report.
12. If no errors can be found, a transaction to your over/short account must be made.
13. Verify that the balancing total equals the total deposit. If the totals match, go to step 14. If they do not match, go back to step 9.



# Cashier Daily Cash Report

WEBER STATE UNIVERSITY			
DAILY CASH REPORT			
Machine# <u>ZZ 999</u>			
Begin Trans #	<u>001</u>	Ending Trans #	<u>005</u>
Tally Bank Total			<u>\$5559.41</u>
Cash Advance			<u>\$0.00</u>
Balancing Total			<u>\$5559.41</u>
-----			
Credit Card Total			<u>\$4826.00</u>
Checks Total			<u>\$500.00</u>
\$100	<u>\$200.00</u>	\$10	<u>\$10.00</u>
\$50	<u>\$0.00</u>	\$5	<u>\$0.00</u>
\$10	<u>\$20.00</u>	\$1	<u>\$3.00</u>
Total Currency			<u>\$233.00</u>
Wrapped Coin		25¢	<u>\$0.25</u>
	<u>\$0.00</u>	10	<u>\$0.10</u>
Coin \$1 or 50¢		5¢	<u>\$0.05</u>
	<u>\$0.00</u>	1¢	<u>\$0.01</u>
Total Coin			<u>\$0.41</u>
Teller _____			
Total Deposits			<u>\$5559.41</u>
Date <u>21-Oct-02</u>			
Accountant _____		RC#	_____

These two numbers must match!



# 17 Steps to Preparing a Cashier Cash Report

14. Sign the report and give the report and the cash to your Supervisor/Head Cashier to verify.
15. The Supervisor/Head Cashier should verify the information and sign the report.
16. Make a copy of the report for the department's record.
17. Lock the cash and report in a safe or drawer until time of deposit.

To continue with General Information, [Click Here](#).

To continue with the Department Cash Report, [Click Here](#)

# 17 Steps to Preparing a Departmental Cash Report

1. Total Hand Receipts or run Cash Register Tape.
2. Enter information from the hand receipts or Cash Register Tape to the Cash Report.



# Departmental Cash Report

Department Name  
Weber State University  
Daily Cash Report

Description (20)	Account Number (10)	Amount (11)
Interenal Revenue Service	123546 0811	\$573.73
External Revenue Service	654321 0811	200.00
Over/Short	123456 0896	(2.23)
	Total	\$771.50

Insert the account you want funds deposited into here.

Insert the amount you want deposited in the account here.

Currency			Coins			Checks	Amount
No.	Kind	Amount	No.	Kind	Amount	No: 5	\$85.00
2	\$ 1.00	\$2.00	10	\$ 0.01	\$0.10		
2	\$ 5.00	10.00	1	\$ 0.05	0.05	Currency Total	632.00
5	\$ 10.00	50.00		\$ 0.10	0.00	Coin Total	2.65
6	\$ 20.00	120.00	4	\$ 0.25	1.00	Visa Total	51.85
5	\$ 50.00	250.00	3	\$ 0.50	1.50	<b>Cash Count</b>	<b>\$771.50</b>
2	\$ 100.00	200.00		\$ 0.10	0.00		
	<b>Total</b>	\$632.00		<b>Total</b>	\$2.65		

Date (4): \_\_\_\_\_  
Cash Report #(7): \_\_\_\_\_ Prepared by: \_\_\_\_\_



# 17 Steps to Preparing a Departmental Cash Report

1. Total Hand Receipts or run Cash Register Tape.
2. Enter information from the hand receipts or Cash Register Tape to the Cash Report.
3. If you have a credit card machine, settle your credit card machine and transfer credit card information to your Cash Report.



# Departmental Cash Report

Department Name Weber State University Daily Cash Report							
Description (20)			Account Number (10)			Amount (11)	
Interenal Revenue Service			123546 0811			\$573.73	
External Revenue Service			654321 0811			200.00	
Over/Short			123456 0896			(2.23)	
Total			Total			\$771.50	
Currency			Coins			Checks	Amount
No.	Kind	Amount	No.	Kind	Amount	No: 5	\$85.00
2	\$ 1.00	\$2.00	10	\$ 0.01	\$0.10		
2	\$ 5.00	10.00	1	\$ 0.05	0.05	Currency Total	632.00
5	\$ 10.00	50.00		\$ 0.10	0.00	Coin Total	2.65
6	\$ 20.00	120.00	4	\$ 0.25	1.00	Visa Total	51.85
5	\$ 50.00	250.00	3	\$ 0.50	1.50	<b>Cash Count</b>	<b>\$771.50</b>
2	\$ 100.00	200.00		\$ 0.10	0.00		
	<b>Total</b>	<b>\$632.00</b>		<b>Total</b>	<b>\$2.65</b>		
Date (4): _____							
Cash Report #(7): _____ Prepared by: _____							

Enter the total for Credit Cards from your settlement report here.



# 17 Steps to Preparing a Departmental Cash Report

4. Add up the total of checks received and enter the amount on the cash report.



# Departmental Cash Report

Department Name Weber State University Daily Cash Report							
Description (20)			Account Number (10)			Amount (11)	
Interenal Revenue Service			123546 0811			\$573.73	
External Revenue Service			654321 0811			200.00	
Over/Short			123456 0896			(2.23)	
Total			Total			\$771.50	
Currency			Coins			Checks	Amount
No.	Kind	Amount	No.	Kind	Amount	No: 5	\$85.00
2	\$ 1.00	\$2.00	10	\$ 0.01	\$0.10		
2	\$ 5.00	10.00	1	\$ 0.05	0.05	Currency Total	632.00
5	\$ 10.00	50.00		\$ 0.10	0.00	Coin Total	2.65
6	\$ 20.00	120.00	4	\$ 0.25	1.00	Visa Total	51.85
5	\$ 50.00	250.00	3	\$ 0.50	1.50	<b>Cash Count</b>	<b>\$771.50</b>
2	\$ 100.00	200.00		\$ 0.10	0.00		
	<b>Total</b>	<b>\$632.00</b>		<b>Total</b>	<b>\$2.65</b>		

Date (4): \_\_\_\_\_  
 Cash Report #(7): \_\_\_\_\_ Prepared by: \_\_\_\_\_

Enter the number of checks you have and their total here. Attach tape to report.



# 17 Steps to Preparing a Departmental Cash Report

4. Add up the total of checks received and enter the amount on the cash report.
5. Count all of your bills by denomination and enter the amounts on the cash report.



# Departmental Cash Report

Department Name Weber State University Daily Cash Report						
Description (20)			Account Number (10)			Amount (11)
Interenal Revenue Service			123546 0811			\$573.73
External Revenue Service			654321 0811			200.00
Over/Short			123456 0896			(2.23)
Total			Total			\$771.50

Currency			Coins			Checks	Amount
No.	Kind	Amount	No.	Kind	Amount	No: 5	\$85.00
2	\$ 1.00	\$2.00	10	\$ 0.01	\$0.10		
2	\$ 5.00	10.00	1	\$ 0.05	0.05	Currency Total	632.00
5	\$ 10.00	50.00		\$ 0.10	0.00	Coin Total	2.65
6	\$ 20.00	120.00	4	\$ 0.25	1.00	Visa Total	51.85
5	\$ 50.00	250.00	3	\$ 0.50	1.50	<b>Cash Count</b>	<b>\$771.50</b>
2	\$ 100.00	200.00		\$ 0.10	0.00		
	<b>Total</b>	<b>\$632.00</b>		<b>Total</b>	<b>\$2.65</b>		

Date (4): \_\_\_\_\_

Cash Report #(7): \_\_\_\_\_ Prepared by: \_\_\_\_\_

Enter all your Currency here and total at the bottom.



# 17 Steps to Preparing a Departmental Cash Report

4. Add up the total of checks received and enter the amount on the cash report.
5. Count all of your bills by denomination and enter the amounts on the cash report.
6. Count all of your coins by type and enter the amounts on the cash report.



# Departmental Cash Report

Department Name Weber State University Daily Cash Report							
Description (20)			Account Number (10)			Amount (11)	
Interenal Revenue Service			123546 0811			\$573.73	
External Revenue Service			654321 0811			200.00	
Over/Short			123456 0896			(2.23)	
Total			Total			\$771.50	
Currency			Coins			Checks	Amount
No.	Kind	Amount	No.	Kind	Amount	No: 5	\$85.00
2	\$ 1.00	\$2.00	10	\$ 0.01	\$0.10		
2	\$ 5.00	10.00	1	\$ 0.05	0.05	Currency Total	632.00
5	\$ 10.00	50.00		\$ 0.10	0.00	Coin Total	2.65
6	\$ 20.00	120.00	4	\$ 0.25	1.00	Visa Total	51.85
5	\$ 50.00	250.00	3	\$ 0.50	1.50	Cash Count	\$771.50
2	\$ 100.00	200.00		\$ 0.10	0.00		
	<b>Total</b>	<b>\$632.00</b>		<b>Total</b>	<b>\$2.65</b>		

**Transfer the currency and coins totals here.**

Date (4): \_\_\_\_\_

Cash Report #(7): \_\_\_\_\_ Prepared by: \_\_\_\_\_

Enter all your coins here and total at the bottom



# 17 Steps to Preparing a Departmental Cash Report

4. Add up the total of checks received and enter the amount on the cash report.
5. Count all of your bills by denomination and enter the amounts on the cash report.
6. Count all of your coins by type and enter the amounts on the cash report.
7. Sum the totals for your credit cards, checks, bills and coins.



# Departmental Cash Report

Department Name Weber State University Daily Cash Report							
Description (20)		Account Number (10)			Amount (11)		
Interenal Revenue Service		123546 0811			\$573.73		
External Revenue Service		654321 0811			200.00		
Over/Short		123456 0896			(2.23)		
		Total			\$771.50		
Currency			Coins			Checks	Amount
No.	Kind	Amount	No.	Kind	Amount	No: 5	\$85.00
2	\$ 1.00	\$2.00	10	\$ 0.01	\$0.10		
2	\$ 5.00	10.00	1	\$ 0.05	0.05	Currency Total	632.00
5	\$ 10.00	50.00		\$ 0.10	0.00	Coin Total	2.65
6	\$ 20.00	120.00	4	\$ 0.25	1.00	Visa Total	51.85
5	\$ 50.00	250.00	3	\$ 0.50	1.50	<b>Cash Count</b>	<b>\$771.50</b>
2	\$ 100.00	200.00		\$ 0.10	0.00		
	<b>Total</b>	<b>\$632.00</b>		<b>Total</b>	<b>\$2.65</b>		

Date (4): \_\_\_\_\_  
 Cash Report #(7): \_\_\_\_\_ Prepared by: \_\_\_\_\_

Total your checks, currency, coins, and cards to get your total Cash Count. This is what your deposits should add up to.



# 17 Steps to Preparing a Departmental Cash Report

8. Verify that the total equals the cash count. If the totals match, go to step 14. If they do not match, go to step 9.
9. Investigate why there is a difference. Review the transactions to determine if an error has been made in an individual transactions. If an error has been made, make necessary corrections.



# 17 Steps to Preparing a Departmental Cash Report

10. All changes must be approved and signed by the appropriate Supervisor/Head Cashier.
11. After errors have been corrected, total the hand receipts again or run the cash register tape again.
12. If no errors can be found, enter the difference in the Over/Short line and change the total.



# Departmental Cash Report

Department Name Weber State University Daily Cash Report							
Description (20)		Account Number (10)			Amount (11)		
Interenal Revenue Service		123546 0811			\$573.73		
External Revenue Service		654321 0811			200.00		
Over/Short		123456 0896			(2.23)		
		Total			\$771.50		
Currency			Coins			Checks	Amount
No.	Kind	Amount	No.	Kind	Amount	No: 5	\$85.00
2	\$ 1.00	\$2.00	10	\$ 0.01	\$0.10		
2	\$ 5.00	10.00	1	\$ 0.05	0.05	Currency Total	632.00
5	\$ 10.00	50.00		\$ 0.10	0.00	Coin Total	2.65
6	\$ 20.00	120.00	4	\$ 0.25	1.00	Visa Total	51.85
5	\$ 50.00	250.00	3	\$ 0.50	1.50	<b>Cash Count</b>	<b>\$771.50</b>
2	\$ 100.00	200.00		\$ 0.10	0.00		
	<b>Total</b>	<b>\$632.00</b>		<b>Total</b>	<b>\$2.65</b>		
Date (4): _____							
Cash Report #(7): _____ Prepared by: _____							

If your total deposits do not equal your cash count, enter the difference on your over/short line. Any difference must be reported on the Cash Report.

Total your deposits and your over/short line here to get your total deposit.



# 17 Steps to Preparing a Departmental Cash Report

10. All changes must be approved and signed by the appropriate Supervisor/Head Cashier.
11. After errors have been corrected, rerun your Computer Tally Report and update your cash report.
12. If no errors can be found, enter the difference in the Over/Short line and change the total.
13. Verify that the balancing total equals the total deposit. If the totals match, go to step 14. If they do not match, go back to step 9.



# Departmental Cash Report

Department Name Weber State University Daily Cash Report							
Description (20)			Account Number (10)			Amount (11)	
Interenal Revenue Service			123546 0811			\$573.73	
External Revenue Service			654321 0811			200.00	
Over/Short			123456 0896			(2.23)	
Total						\$771.50	
Currency			Coins			Checks	Amount
No.	Kind	Amount	No.	Kind	Amount	No./5	
2	\$ 1.00	\$2.00	10	\$ 0.01	\$0.10		\$85.00
2	\$ 5.00	10.00	1	\$ 0.05	0.05	Currency Total	632.00
5	\$ 10.00	50.00		\$ 0.10	0.00	Coin Total	2.65
6	\$ 20.00	120.00	4	\$ 0.25	1.00	Visa Total	51.85
5	\$ 50.00	250.00	3	\$ 0.50	1.50	<b>Cash Count</b>	<b>\$771.50</b>
2	\$ 100.00	200.00		\$ 0.10	0.00		
	<b>Total</b>	<b>\$632.00</b>		<b>Total</b>	<b>\$2.65</b>		

Date (4): \_\_\_\_\_  
 Cash Report #(7): \_\_\_\_\_ Prepared by: \_\_\_\_\_

**Your total deposit and cash count must be the same.**

If this is the wrong type of report, [click here.](#)



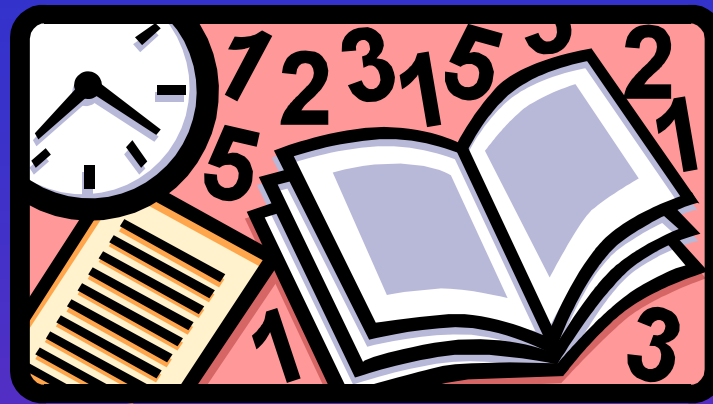
# 17 Steps to Preparing a Departmental Cash Report

14. Sign the report and give it and the cash to your Supervisor/Head Cashier to verify.
15. The Supervisor/Head Cashier should verify the information and sign the report.
16. Make a copy of the report for the departments record.
17. Lock the money and report in a safe or drawer until time of deposit.

To continue with General Information, [Click Here](#).

To return to the Cashier Daily Report, [Click Here](#).





# Things to Remember When Doing Cash Reports



Cash should be counted in a secure area. This helps ensure the security of cash.



All changes to the cash register  
tape or computer tally must be  
approved by an authorized  
person.

**This minimizes the  
risk of easy  
conversion of cash to  
personal use.**



When doing a cash report, ensure that details of cash, checks and credit cards match the cash report.



Details of voids, over rings, etc. should be attached to the cash reports. This minimizes the risk of theft.



All overages and shortages must be noted on the cash report. Overages should not be held over to cover future shortages.



**Significant amounts should be approved by a Supervisor/Head Cashier.**



Credit card machines must be settled daily. The funds are not transferred to your account until settlement is complete.



# Send Deposits to the Main Cashier



# Keep Yourself and the Cash Safe

- If the deposit is over \$500, have the campus police pick up the deposit and deliver it.
- Do not send cash through campus or regular mail.
- When transporting cash under \$500 across campus, always send two people.



# Do not sit on your cash!

Deposits should be made once a day when collections exceed \$100. State law requires that all funds be deposited within three working days.

**All receipts should be deposited on a cash report at least every three days.**



**You will receive a Cashier  
Deposit Receipt from the Main  
Cashier. Compare it to your  
departmental records.**

**Ensure that the cash  
was deposited in the  
correct account and  
for the correct  
amounts. Follow-up  
on any discrepancies.**



# For more information

- In this presentation:
  - Cashier Deposit Report
  - Departmental Cash Report
  - General Information
- Other Presentations:
  - Management and Set up for Cash and Credit Card Handling Procedures
  - Cash Receipting Procedures

