

POLICY NAME SKATING SCHOOL ACCOUNTING

POLICY NUMBER 4.1.4

CATEGORIES

DATE PROPOSED: 9/17/2018

DATE OF VOTE: 9/19/2018

ACCEPT (Y/N): Y

The Skating School shall provide a daily and monthly summary of school revenues to the SFM.

At closing each day, the employee on duty should print a Daily Closeout Report and submit to the SFM's Senior Administrative Assistant. All cash and checks collected during the course of the day's business should be properly noted on a bank deposit slip, including the number and amount for each check, and all should be deposited into the front office safe at close of business each day.

The final cumulative monthly sales should be included in the Activity Report which is to be compiled and submitted to the SFM within the first week of the following month.