

Clay Fest Cash Chair Guidelines

This position covers all duties related to cash and checks collected from sales during the show.

Annual Budget: \$25.00

Primary Responsibilities:

- Set up tills for cashiers;
- Count all cash and checks collected during the show, including pottery sales and Clay in Ed raffles;
- Prepare and transport deposits to bank (currently Colombia Bank, 1450 High Street, Eugene, OR, 541-984-2264);
- Prepare reports for and work closely with Local Clay Treasurer (Treasurer), Sales Tag Chair, Sales Chair, Debit/Credit Chair, and Clay in Ed. Chair; and
- Attend Clay Fest Steering Committee meetings.

Committee: There will be one Cash Committee member in addition to the Cash Chair to assist in:

- Preparing tills,
- Distributing tills to cashiers,
- Collecting tills at shift end,
- Counting and reconciling cash and checks,
- Preparing and copying Daily Till and Summary sheets,
- Copying checks for mailing list information,
- Copying deposit slips and deposit bag tear-offs,
- Preparing deposits,
- Accompanying Cash Chair to bank for deposits, and
- Set up and tear down of work area.

Timeline:

February:

Determine committee supply needs and present budget to Steering Committee.

August:

Contact committee member to discuss responsibilities.

September:

- Purchase committee supplies,
- Check with Sales Chair for work shift schedule to determine the number of tills required for show, and
- Contact Treasurer to confirm a time to obtain:
 - ◆ Check for start-up till cash sufficient for \$120.00 per till plus \$200 for as-needed till change;
 - ◆ Deposit slips, if needed; and
 - ◆ Check endorsement stamp.

October:

- Call bank to order till cash in the following denominations:
 - ◆ Forty 1's times number of tills;
 - ◆ Eight 5's times number of tills;
 - ◆ Four 10's times number of tills; and
 - ◆ Forty 1's, sixteen 5's, and eight 10's for as-needed till change.

Set-up Day:

- At Colombia Bank:

- ◆ Exchange check from Treasurer for till and spare till change cash;
- ◆ Obtain a minimum of one deposit slip and one deposit bag per till; and
- ◆ Obtain night deposit key, if not found in zippered bank bag in Cash Chair kit.
- With committee member:
 - ◆ Set-up work area with 1 table, 2 chairs, secured lock boxes and check endorsement stamp supplied by Treasurer, 2 lamps, 2 printing calculators, pens and pencils, paperclips, rubber bands, whiteout, manila till envelopes and labels, power strip, deposit slips and deposit bags, and till envelope label stamp.
 - ◆ Put white labels on the upper right corner of enough small manila till envelopes for the number of tills.
 - ◆ Stamp Cashier Name, Date, Day, Shift number, and Till number on the till envelope label.
 - ◆ Prepare start-up tills:
 - \$120.00 per till: forty \$1's, eight \$5's and four \$10's.
 - Double count each till:
 - Committee member and chair will each count each till,
 - Place the cash in the till envelope,
 - Initial the bottom right corner on the back of the till envelope, and
 - Pass the envelope for a second counting.
 - ◆ Prepare spare till change envelope:
 - \$200: forty 1's, sixteen 5's, and eight 10's.
 - Double count spare till change and initial envelope.
- Cash Chair has responsibility and accountability for security of all monies during the show:
 - ◆ Treasurer will supply two secured lock boxes for use during the show:
 - Store all start-up tills, spare change, and completed deposit bags in a lock box during show open hours.
 - Duplicate lock box keys will be retained by Treasurer and Cash Chair during the show.
 - ◆ Deposit completed deposit bags nightly at Colombia Bank.
 - ◆ Take undeposited cash home with you at night and keep in a secure location.
- Organize and label large manila envelopes for:
 - ◆ Original Till Money, to be kept in a lock box;
 - ◆ Blank Daily Till Sheets;
 - ◆ Blank Daily Till Summary Sheets;
 - ◆ Check photocopies for Mail List Chair;
 - ◆ Check Tapes stapled to deposit slip/deposit bag tear-off photocopy for Sales Tag Chair;
 - ◆ Copies of deposit slips and deposit bag tear-offs for Treasurer, Sales Tag and Cash Committee;
 - ◆ Original Daily Till Sheets retained by Cash Committee and copies for Treasurer and Sales Tag Chair;
 - ◆ Original Daily Till Summary Sheets retained by Cash Committee and copies for Treasurer and Sales Tag Chair; and
 - ◆ Original Daily Raffle Till Sheet retained by Cash Committee and copies for the Treasurer, Sales Tag Chair and the Clay in Ed Chair.

During Clay Fest:

- Pick Up and Distribute Tills to Cashiers:
 - ◆ Approximately 10 minutes before each shift, discreetly bring proper number of tills to the sales area. Committee member should assist Chair during this process.
 - ◆ Pick up finished tills from outgoing Cash/Check Only and Cash/Check/Credit cashiers in the original till envelopes:
 - Finished tills should include all cash, checks, and gift certificates;

- Each envelope label must be properly signed by cashier with the day circled, and name, date, shift number, and till number filled out.
 - ◆ Distribute tills to incoming Cash/Check Only and Cash/Check/Credit cashiers at the beginning of each shift:
 - Watch incoming cashier count out till to confirm the amount is correct.
 - ◆ **Pick up raffle money collected during each shift at the Information Table:**
 - The Clay in Ed Chair will provide envelopes for this money.
- Accounting Preparation:
 - ◆ Cash Chair and committee member will double count each shift's cash and checks by till:
 - Remove items in finished till envelopes and organize by cash denomination, checks, gift certificates, and Cash/Check receipts; and
 - Double check to make sure that till envelope is empty.
 - Remove the original \$120.00 till money in highest denominations and retain in a single "ORIGINAL TILL MONEY" envelope to be safeguarded by the Cash Chair for redeposit at the end of the show.
 - If possible, replace large bills in "TILL CHANGE" envelope by trading/selling for smaller bills from one of the tills.
- Prepare the Daily Till Sheet:
 - ◆ Each till envelope must be counted and documented by the Chair and the committee member (double counted):
 - The first counter will complete the Daily Till Sheet, then place cash (minus the original till cash), checks, gift certificates, check tape and banded receipts with the till envelope and the appropriate Daily Till Sheet, and pass to second counter.
 - Make sure that the day, date, and proper till number or Raffle Money are clearly marked on the Daily Till Sheet;
 - Count the remaining cash and enter or confirm the amount for each denomination;
 - Total the cash;
 - Enter or confirm the check total;
 - Enter or confirm gift certificates, if any, then shred;
 - Input or confirm subtotals and grand total; and
 - Initial.
 - The second counter will recount, confirming the numbers on the Daily Till Sheet, initial, then prepare a deposit for that till.
 - All counts must agree or be recounted by the original counter before being rechecked by the second counter.
 - At the end of the day make photocopies for Local Clay Treasurer and Sales Tag Chair. Retain original for Cash Committee.
- Check Accounting:
 - ◆ Chair and committee member will each make a tape of each till's check totals:
 - Write the date, shift, and till on each tape,
 - One check tape will accompany the photocopy for that till, and
 - One check tape will be stapled to the deposit slip/deposit bag tear-off photocopy for that till and retained for the Sales Tag Chair.
 - ◆ The first counter will check that the numerical and written amounts agree and endorse each check with check endorsement stamp.
 - If numerical and written amounts do not agree, consult with Treasurer.
 - ◆ The second counter will photocopy each till's checks while hiding routing numbers:
 - Staple multiple photocopied pages together;

- Write the date, shift, and till number on the top page; and
 - Retain the copy for the Mail List Chair.
- ◆ At the end of each day, make two photocopies of each Daily Till sheet for the Treasurer and Sales Tag Chair. Retain the original for the Cash Committee.
- ◆ At the end of each day, make three photocopies of the Daily Raffle Till Sheet for the Treasurer, Sales Tag Chair, and the Clay in Ed. Chair. Retain the original for the Cash Committee.
- Prepare Till Deposits:
 - ◆ When each till has been counted and confirmed, the second counter will fill out a deposit slip with cash and check amounts.
 - Attach check tape and write “See Tape” in check number slot.
 - Fill out and remove deposit bag numbered tear-off strip and make three photocopies of the bag tear-off with the deposit slip for that till for the Cash Committee, the Treasurer, and the Sales Tag Chair. Write the date, shift, and till number on each copy.
 - ◆ Fill out information on deposit bag, including From: Local Clay, To: Colombia Bank, Date, Account Number, and Check and Cash Amounts, and signature.
 - ◆ Place cash, checks, and deposit slip in deposit bag. Remove the air and seal tightly.
 - ◆ Cash Chair will retain completed deposit bags for each till in lock box for nightly deposit at the end of each day.
- Prepare Daily Till Summary Sheet:
 - ◆ The Daily Till Summary Sheet documents shift and till totals for Cash/Check, Credit/Debit, and gift certificate totals.
 - ◆ Input credit sales for each till and shift on the Daily Till Summary sheet:
 - The Debit/Credit Chair will provide credit summaries for each till;
 - ◆ Input all cash, check, and gift certificate amounts for each till and shift.
 - ◆ Total columns and rows.
 - ◆ Double check Daily Till Summary Sheet totals.
 - ◆ Make two photocopies of the Daily Till Summary Sheets:
 - Retain original for the Cash Committee;
 - Retain one copy for the Sales Tag Chair; and
 - Retain one copy for the Treasurer.
- Transport deposits to bank for nightly deposit:
 - ◆ Committee member should accompany Chair, and
 - ◆ At the night deposit, make sure that all deposit bags fall out of the hopper into the bank and that hopper is locked when finished.

End of Show:

- Make out deposit slip and deposit bag for “Original Till Money” and “Till Change” cash:
 - ◆ Amount should equal the original amount withdrawn from bank.
 - Make three photocopies of the deposit slip with deposit bag tear-off for the Cash Committee, the Treasurer and the Sales Tag Chair. Write date and “ORIGINAL TILL MONEY” on each copy.
- Prepare large manila envelopes for distributing documents to Chairs as follows:
 - ◆ Local Clay Treasurer:
 - Daily Till Summary Sheets photocopies, and
 - Deposit slip and deposit bag tear-off photocopies.
 - ◆ Clay Fest Sales Tag Chair:
 - Daily Till and Raffle Till Sheet photocopies, and
 - Daily Till Summary Sheet photocopies.
 - ◆ Cash Committee:
 - Original Daily Till and Raffle Till Sheets,

- Original Daily Till Summary Sheets, and
 - Deposit slip and deposit bag tear-off photocopies.
- ◆ Clay Fest Mailing List Chair:
 - Check photocopies.
- ◆ Clay in Education Chair:
 - Daily Raffle Till Sheet photocopies, and
 - Raffle deposit slip and bag tear-off receipt photocopies.
- Transport daily till deposits, Original Till and Till Change deposit, and Clay in Education Raffle deposit to bank for nightly deposit.

Copies:

1. Daily Till Sheets: 2 plus original (Treasurer, Sales Tag Chair, and Cash Committee)
2. Raffle Till Sheets: 3 plus original (Treasurer, Sales Tag Chair, Clay in Ed Chair and Cash Committee)
3. Daily Summary Sheets: 2 plus original (Treasurer, Sales Tag Chair, and Cash Committee)
4. Till Deposit Slip/Deposit Bag Tear-off photocopies: 3 (Treasurer, Sales Tag Chair, and Cash Committee)
5. Raffle Deposit Slip/Deposit Bag Tear-off photocopies: 3 (Sales Tag Chair, Clay in Ed Chair, and Cash Committee)
6. Check Photocopies: 1 (Mail List Chair)