

Naperville Swim Conference (NSC) T-Shirt Sales –

Cash Handling Procedures for Classic & City Meets

- Treasurer or Other NSC Executive Board Member will provide the cash box and opening cash balance at the beginning of each meet. Two beginning/opening workers for T shirt sales will count the cash in the respective cash box and record the amount and their signatures to register the starting balance on the Cash Balance Form (on google drive). Each session of Classic & City will start with \$300.00 worth of singles.
- T-Shirt sales will be \$15.00 per shirt and as each sales transaction is made, one worker will record the size and number of shirts sold for each transaction on the T-Shirt Sales Tracking Form (attached below). This form will be used to track the inventory of shirts sold and used to process/total the cash balance at the end of each meet, for the total t shirt sales.
- It is strongly recommended that only the two workers that signed off on the beginning initial starting cash balance amount in the cash box, handle cash in and out of the cash boxes. Cash Balance Forms will need to be signed by any additional workers that handle a cash transaction to or from the cash boxes during the meet.
- At the end of the Classic meet, Friday night session of City, Saturday morning session of City and the Saturday afternoon session of City, the cash boxes will be counted and totaled and compared to the number of T-Shirts sold to validate the correct cash balance. The Two ending workers for T-Shirt sales will count the cash in the respective cash boxes and record the Final Cash Balance amount and their signatures to register the ending balance on the Cash Balance Form (attached below).
- Treasurer will take the cash box opening cash balance and sales revenue to the bank for deposit. At the City Meet, there will be a Friday night and Saturday deposit to ensure there is no excess cash available for loss or theft.