

Office Staff Daily Closing Procedure for Checks:

Go to tools at the top of screen,
then POS report,
then click on filter of Club Location (NOT HOME CLUB),
then enter your club location.

Run Report.

Scroll down to the bottom to see amount of checks if any.

On checkout sheet, neatly write # of checks and total amount of checks.

(THE TOTAL IN CA MUST MATCH THE TOTAL ON THE CHECKOUT SHEET).

Closing office staff MUST sign as well.

If there is no amount for checks, please proceed the same way and enter 0 for # of checks and \$0 for amount, as well as sign.

Put in white envelope and put inside big envelope that Checkout sheet is attached.

Envelope needs to be put in a secure location designated by the Office Manager each night.

Date	# of Checks	\$ Amount	Signature of Agape Office Staff
11/1	_____	_____	_____
11/2	_____	_____	_____
11/3	_____	_____	_____
11/4	_____	_____	_____
11/5	_____	_____	_____
11/6	_____	_____	_____
11/7	_____	_____	_____
11/8	_____	_____	_____
11/9	_____	_____	_____
11/10	_____	_____	_____
11/11	_____	_____	_____
11/12	_____	_____	_____
11/13	_____	_____	_____
11/14	_____	_____	_____
11/15	_____	_____	_____
11/16	_____	_____	_____
11/17	_____	_____	_____
11/18	_____	_____	_____
11/19	_____	_____	_____
11/20	_____	_____	_____
11/21	_____	_____	_____
11/22	_____	_____	_____
11/23	_____	_____	_____
11/24	_____	_____	_____
11/25	_____	_____	_____
11/26	_____	_____	_____
11/27	_____	_____	_____
11/28	_____	_____	_____
11/29	_____	_____	_____
11/30	_____	_____	_____