IN-HOUSE ACCOUNT: TRANSACTION DATA

MONTH & YEAR:	NAME:	

Day	Details of Transaction	Receipt Amt	Cash In	Cash Out	Cash Balance	Cheque In	Cheque Out	Cheque Balance	Gift Card In	Gift Card Out	Gift Card Balance	Emp Ini	ploye itials
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Purchases reviewed by:	Purchases reviewed by:	ASC Administration
Manager/Designate	Coordinator/Designate	Designate:

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Section(s):	Financial	R	Nov 24/05	R	Mar 5/08	RR	Dec 9/08	RR	Jul'09	RR	Apr'10	R	Jan 6/15
Program Area(s):	Adult Disability	RR	Feb 7/18										i

TRANSACTION DATA SHEET WORK INSTRUCTIONS

- Start a new sheet at the beginning of each month, ensuring the balance forward amount matches the final balance from the last month/sheet AND the funds in the wallet/pouch.
- 2 All entries must be in blue or black pen.
- 3 Count all funds in wallet/pouch and ensure it matches the balance in each column.
- 4 Initial the last column if correct (see procedure for error, if required).
- On next row, record a description of the transaction, including what the funds will be used for if you are taking funds out for a purchase, or what new funds were added.
- 6 Record amount of funds "in" or "out" in the appropriate column.
- Count the remaining funds and calculate the balance in each column, then initial in the second last column if correct (see procedure for error, if required).
- 8 When making a transaction, all purchases must have a receipt/receipt voucher.
- 9 Upon return, count the funds in wallet/pouch prior to returning any change or new funds (cash, cheque or gift card).

ALWAYS COUNT THE FUNDS BEFORE AND AFTER A TRANSACTION

- 10 Initial the last column if correct (see procedure for error, if required).
- Record description of the change in column, e.g., change from groceries.
- Record the exact amount of the purchase/receipt in the Receipt Amount Column.
- Record the amount of funds returned in the appropriate column.
- Ensure every column balance matches the funds in the wallet/pouch.
- 15 Initial if correct in the second last column (see procedure for correcting an error, if required).
- Label all receipts with the client's and employee's initials. (If a receipt is lost or not given, a "Receipt Voucher" must be completed, including reasons for no receipt).
- 17 Staple together the receipts from all the purchases made in one transaction.

ONLY INITIAL ENTRIES THAT YOU KNOW ARE CORRECT

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