

Money Counting

When counting money, we suggest the following:

- Do not include start-up cash in sales summary totals.
- Using the Sales Summary, count only money you will be turning over to us. Hold on to your start-up cash to use for the following day. As a safeguard always have two people count together.
- Separate bills by denomination.
- Before counting the credit card receipts, sort them in numerical order by transaction number. By doing this you will catch any duplicates or missing transactions. Sometimes the customer gets both the merchant and customer copy of their charge receipts or sometimes you will end up with both copies. If you are missing a receipt please let us know.
- Coupons:
 - “Visit our Bookfair” coupons are added to your sales.
- Keep money in a safe place at the school.

Sales Summary

Date _____

School _____

Count all money you are sending Anderson’s Bookfair Co.
(Do not include your start-up cash.)

Bills:

Coin:

____ x 1.00 = _____

____ x .01 = _____

____ x 5.00 = _____

____ x .05 = _____

____ x 10.00 = _____

____ x .10 = _____

____ x 20.00 = _____

____ x .25 = _____

____ x 50.00 = _____

____ x .50 = _____

____ x 100.00 = _____

____ x 1.00 = _____

Total bills: _____

Total coin: _____

Checks: _____

Credit card: _____

“Visit our bookfair” coupons (actual amount spent) _____

Verified by _____

School Bookfair Chairperson

Anderson’s Bookfair Co.