SSCS ANNUAL REPORT

Financial Management



Four Rivers Community School, Inc. Chart for A/R procedures recording all sales for uniforms and other Receivables.

Raeshelle, Debbie or Customers are required to Lili keys the cash or check into Bertha bills the pay when uniforms are the cash register and tapes the customer (child) in purchased unless a payment register receipt to corresponding Quick Books when plan is established (receipts written receipt during fall uniform items are written for all payments) registration. During school the purchased. Bertha and a contract written with cash register is not used. Lili then bills (child) for both parties signing (parent collects all cash and checks, meals in Quickbooks. and Lili or Raeshelle) for writes receipt and puts money in Raeshelle bills any unpaid balances. drop box. other billable item such as Karate, Latchkey, and Ballet. Debbie takes receipt books and Deposits are sealed in bank posts payments to proper bag and put in fire proof account, posting receipt # on locking file cabinet. Chelle Quickbooks payment and makes takes deposit to night drop at deposit slip. This is given to bank after Lili and Chelle Lili to tie cash and check to Sign out on deposit deposit and then seals envelope for deposit. Lili verifies that all receipted deposits are accounted for on deposit slips. Debbie gets bank Bank mails deposit slip to statement and reconciles Lili – Lili matches with Quickbooks to Quickbooks deposit slip. statement