

# Treasury Procedures

## Cashier Setup:

- a. Items needed: Donation Jar, Credit Card Machine, Cash Box and a Mobile Phone
- b. Unplug the credit card machine from the charger
- c. Make sure you have cell phone service. Download the CheddarUp app and scan the QR code on the Cash Box. You're ready for credit card payments.
- d. Cash Box: Count your change. There should have \$50 to start. Checks will not be accepted. The deposit slips and envelopes are needed for checkout at the end of the day.
- e. Every transaction must be recorded on CheddarUp. This means all cash and credit card payments. The donation jar will be counted at the end of the day.
- f. An adult should always be at the table to keep an eye on the cash box, donation jar and credit card machine.

## Cashier Checkout:

- a. Count \$50 in small bills (\$1s and \$5s) and leave in the cash box. This is the starting change for the next day. Please send a note/text to Laura Nash @678-642-9169 if the bills are not sufficient to make change for future purchases.
- b. Count the rest of the cash. Put it in an envelope with a completed deposit slip and label it with **“Payments” and the date**.
- c. Count the cash in the donation jar. Record it as a donation on the CheddarUp app (bottom of the item list). Put in an envelope with a completed deposit slip and label with **“Donations” and the date**.
- d. Plug in the credit card machine to charge.
- e. The 1-2 envelopes must be transferred to Laura Nash, Ryan Nash, Michelle Devoid or Wayne Devoid at the end of the day.