SAN FRANCISCO
ELECTIONS

Weekly Cash Report Procedural Guide 2023

4375
City Hall, Room 48, San Francisco, CA 94102
sfelections.org

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I. Introduction

The purpose of this guide is to demonstrate the procedures of the Weekly Revenue Reporting to the Department of Elections Accountant at the City Administrators Office in City Hall Room 362. Before we dive into the detailed process, please locate and print out the “Cash Register Weekly Reports” template, saved on the Office Drive:

O: \ Campaign Services \ Administration \ Finance \ Cash Register Weekly Report

When conducting a credit card transaction, return the signed receipt to Clover Machine (the register), underneath the cash tray for future auditing purposes. If a credit card receipt is lost or misplaced, please ask the Division Lead for further instructions.

II. Process

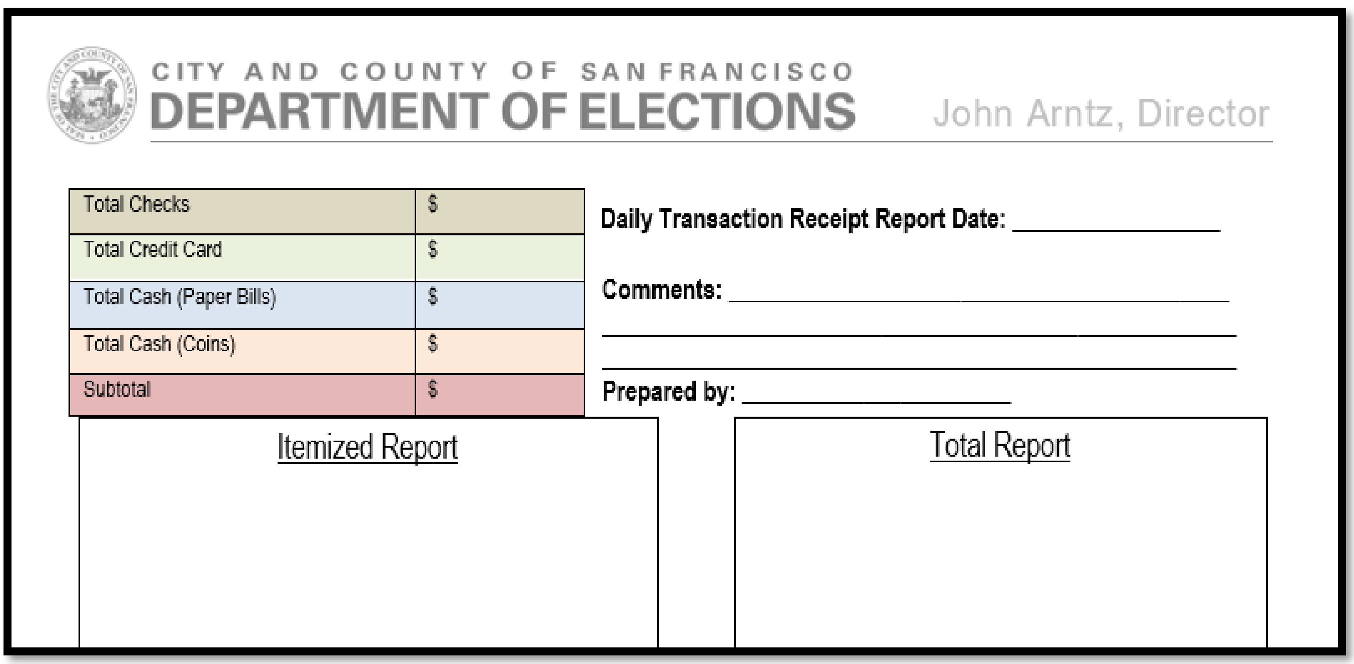
Every Monday morning, the Division Lead closes the register for transactions occurring during the previous week.

A. First, they will compile all cash and credit card receipts collected in the previous week and verify the amount.

B. They will print out two reports, generated by the register. The first is the Itemized Report which includes the name and exact quantity of items sold. The second is the Total Report which includes the transaction methods for each sold item and the total revenue generated during that week. The two print-outs should indicate the amount of cash and credit card receipts in the register.

C. Once the actual amount has been verified and matched to the amounts shown on the reports, the Division Lead may attach both reports to the Cash Register Weekly Report.

D. Finally, they complete the the report, emphasizing accuracy over speed.



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF ELECTIONS
John Arntz, Director

Total Checks	$
Total Credit Card	$
Total Cash (Paper Bills)	$
Total Cash (Coins)	$
Subtotal	$

Daily Transaction Receipt Report Date: ________________

Comments: ____

____

____

Prepared by: ____________________

Itemized Report

Total Report

E. The report, cash, and credit receipts are then given to the Purchasing Coordinator (in DOE Admin area) for verification.

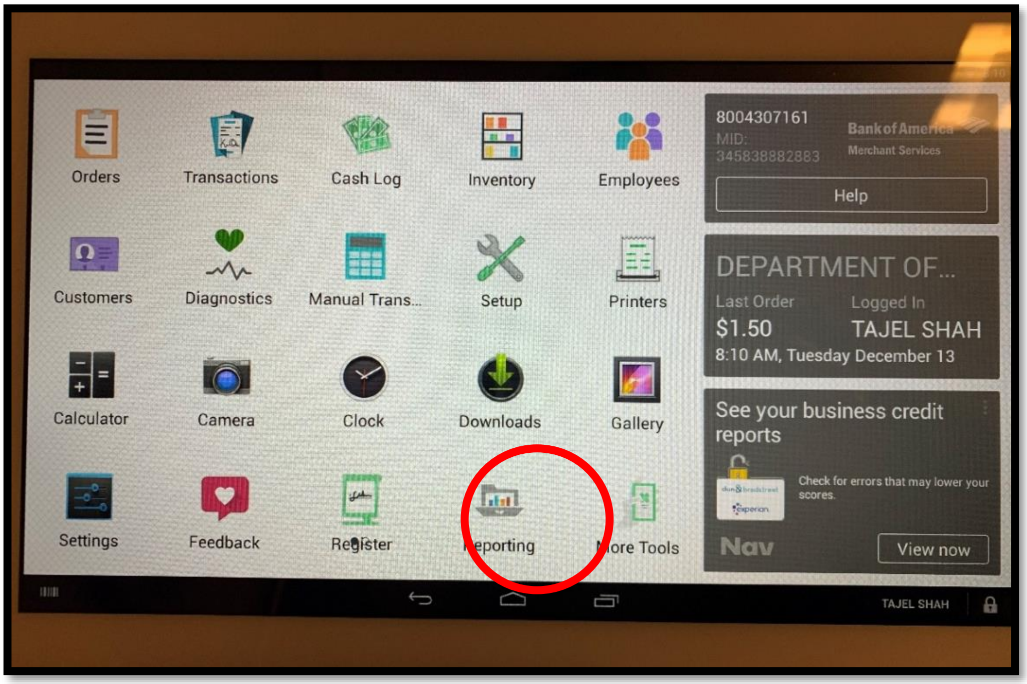
F. Once confirmed, the Purchasing Coordinator will deliver the documents to the Department's accountant in the City Administrations Office in City Hall Room 362.

G. The accountant will verify the cash amount against the deposit document and cash sales recorded on the Transaction Log spreadsheet. If there's any discrepancy (no matter how little the amount), the Accountant or Purchasing Coordinator will direct their questions back to the Campaign Services Division for further review.

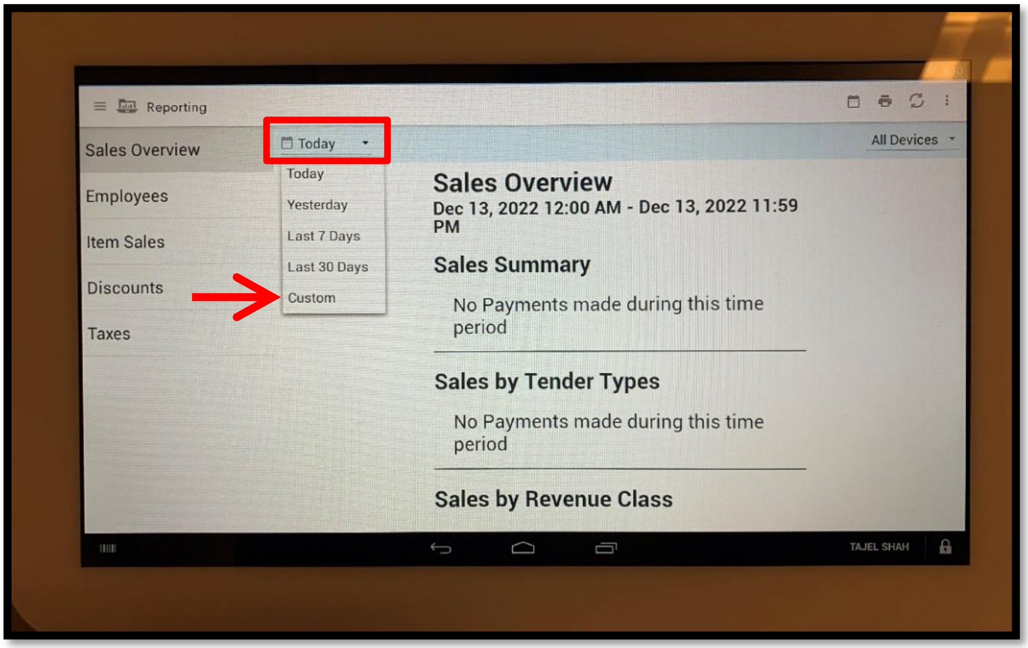
H. Please remember to repeat this procedure every week on Monday morning. Now that you have a basic understanding on how to submit a Cash report, let's take a look at the instructions on printing out the itemized and total report from the clover machine. The next five pages will show you a step-by-step process with pictures for visual learners. Once again, if you have any questions, please refer them back to your Division Lead.

III. Instructions

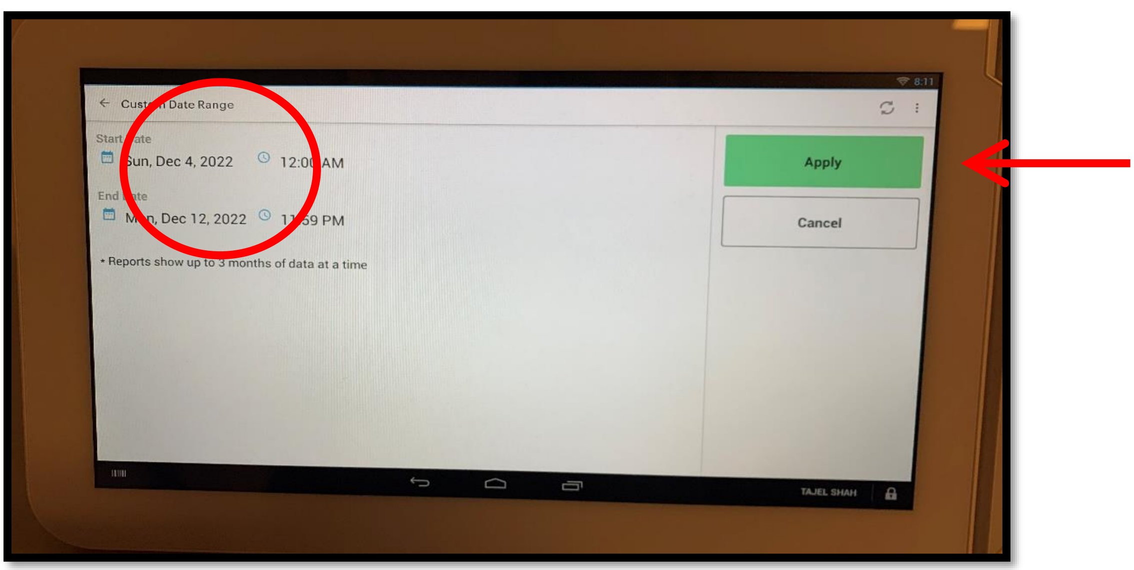
A. On the HOME screen, select "REPORTING"



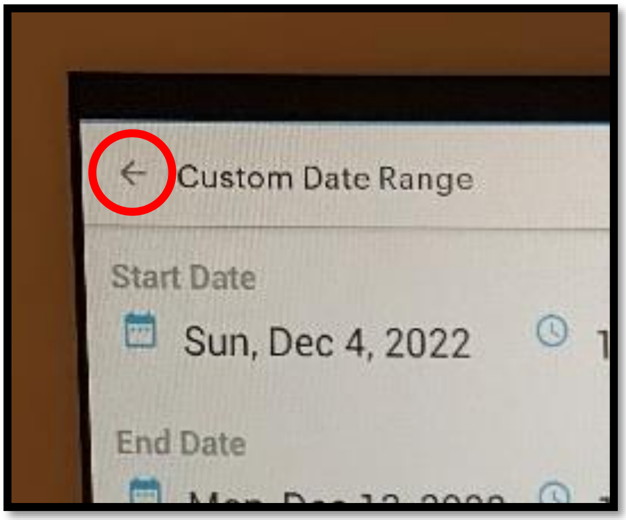
B. On the REPORTING screen, tap the “TODAY” menu near the top and select “CUSTOM”

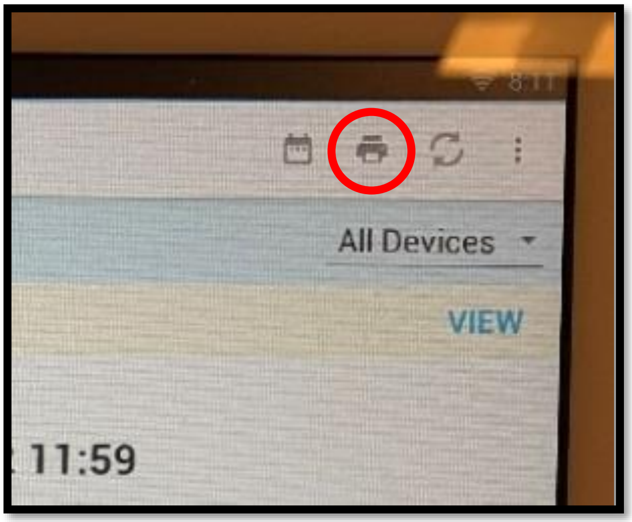


C. Identify your date range – typically the previous week – and select “APPLY”

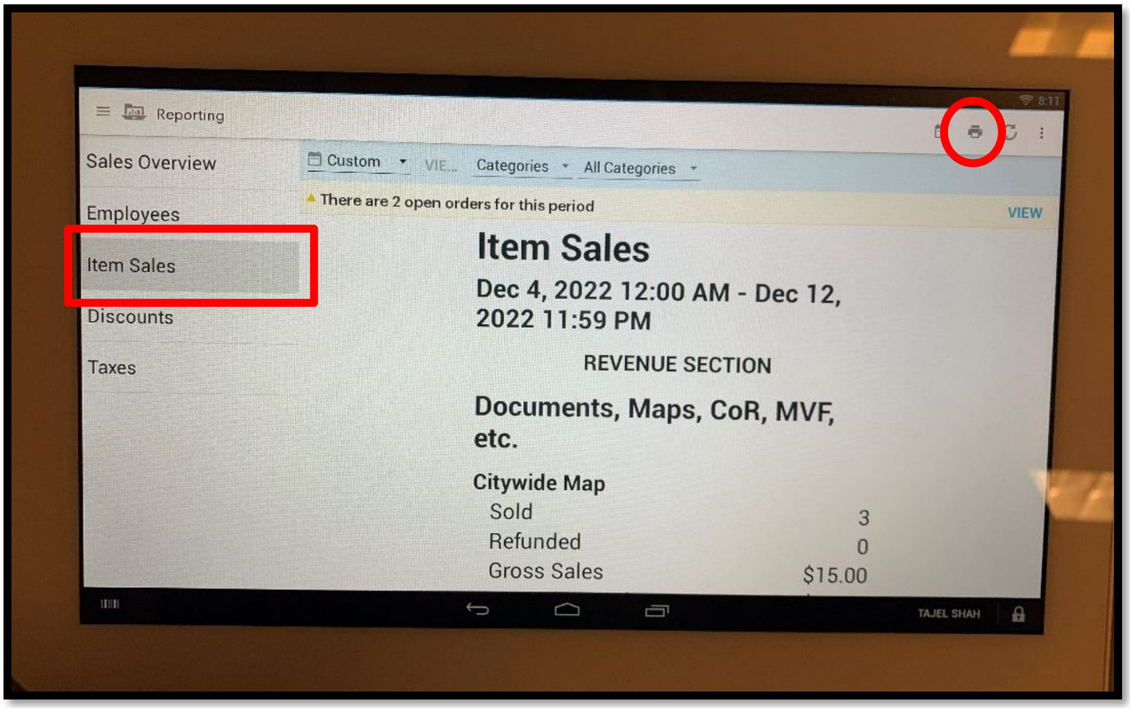


D. Tap the BACK ARROW near the top. On the SALES OVERVIEW screen, select the PRINT icon near the top right to print "Total Report Receipt"





E. Select "ITEM SALES" in the left column then tap the PRINT icon to print the "Itemized Report Receipt"



F. Attach both receipts to the completed accounting spreadsheet.

G. Place all cash, coins, credit card receipts, with the completed accounting spreadsheet inside an envelope. On the exterior of the envelope, write the date range and to the Department's Purchasing Coordinator in the Admin area of our office.