Site Forms Training

Site Cash Sheet:

Start new month Site Cash Sheet

1. On the first of each month, you will transfer the ending balance from the previous month to the current month Cash sheet. Example Below:

SITE CASH SHEET

Site Foster 4 Month September Year 20

Date	Deposit	Withdrawal	Balance	Where the money came from / Where the money was spent	Code	Receipt #	Initial	Staff Sign
9/1	26.21	----------	26.21	Balance Transfer prior month	-------	1	NF	Copy of p Cash She
9/4	-	-	26.21	Balanced	B	-	CS	
9/7	-	-	26.21	Balanced	B	-	NF	
9/11	23.79	-	50.00	OMI # 54946	D	2	NF	
9/30	-	-	23.79	Balanced	B	-	NF	

SITE CASH SHEET

Site Foster 4 Month October Year 2020

Date	Deposit	Withdrawal	Balance	Where the money came from / Where the money was spent	Code	Receipt #	Initial	Staff Sign
10/1	23.79	----------	23.79	Balance Transfer prior month	-------	1	NF	Copy of prior month Cash Sheet

Previous month Cash Sheet:

2. Balance the Site Cash Sheet.
3. Using the chart at the bottom left of the page
   a. enter the Balance Transfer amount from the first row
   b. add any additional deposits that occurred in the month.
   c. Add these numbers together for the subtotal.
   d. Enter the total amount of the purchases/withdrawals for the month.
   e. Subtract the purchases/withdrawals from the Subtotal.
   f. This is the Ending Balance.
   g. This amount must match the ending balance for the month. Example below, can also reference the copy of the September Site Cash Sheet above:

To be completed by PC Monthly		
Beginning Balance	26.21	Linen
Deposits (total dep col.)	+ 23.79	Office
Subtotal	= 50.00	Progr
Purchases/Withdrawals	- 26.29	Resid
Ending Balance	= 23.79	Vehic
		Groce
		House
		Wash

Natasha Falkner 10.1.20

4. Once you have balanced the Site Cash Sheet,
    a. add up the purchases based on how they were coded on the Site Cash Sheet.
    b. Ex: You will add up the Household/Grocery/Program Purchases, etc. and put the amount in the corresponding category to the right of the balance chart.
    c. Example below, also reference the copy of the September Site Cash Sheet above:

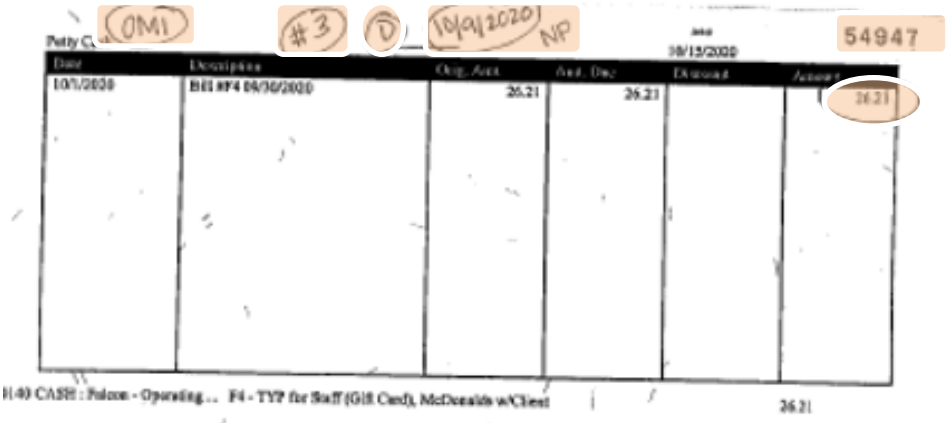
	Codes	Totals
Linen	51030	
Office Supplies	51320	
Program	51440	
Resident Trips	51430	9.00
Vehicle gasoline	51420	
Groceries	51020	6.25
Household	51010	10.96
Wash Van	51830	

Linen – curtains, sheets, pillowcases, etc.
Office Supplies – pens, highlighters, clipboards, etc.
Program – reinforcer items, medical supplies/over the counter medications
Resident Outing (Trips) – this will be for staff meals or staff admission for outings.
Grocery – food items for the site
Household – bath tissue, paper towels, décor, utensils, etc.

5. Program Coordinator signs the bottom of the Person Served Cash Sheet including your title and the date you are completing the form.
6. Make a copy of the prior month Site Cash Sheet and label it #1.
7. Put the original Prior month sheet back in the corresponding month's Petty Cash Envelope with the receipts and turn it into your PD/PM by the 5th of the month.

Current month Cash Sheet:

1. Enter the end balance from the prior month in the deposit and the balance column of the current month.
2. Receipt #1 is the copy of the prior month. Enter staff initials on the Cash Sheet.
3. Count the cash to ensure the math and cash balance.
4. Place receipt #1 in the current month, Cash Receipts envelope.
5. The Payroll/Accounting Clerk will provide a check to reimburse the site for the purchases.
6. The checks are printed and put in your site mailbox, typically on Friday's.
7. Cash the check at Falcon National Bank. You will need your ID if it is your first time, and they will put you in their system. You will need to sign the back of the check.
8. Tear the check stub from the check and this will be your receipt for the deposit on the Site Cash Sheet. The bank will also give you a receipt and you will staple it to the check stub. See an example below:



8. Circle Opportunity Matters, the amount, write the date you cashed the check, Code is "D" for deposit, write your initials and enter the receipt number (from the site cash sheet) on the check stub.
9. Once you have cashed the check, enter the deposit on the Site Cash Sheet. 1) Enter the date, 2) the amount deposited, 3) enter the new balance and 4) In the "Where money came from / Where the money was spent" record the write "OMI #(check number), 5) enter "D" under the code, 6) enter the receipt number (no # sign please) and add your initials. See below for an example:

SITE CASH SHEET

Site Foster 4 Month September Year 2020

Date	Deposit	Withdrawal	Balance	Where the money came from / Where the money was spent	Code	Receipt #	Initial	Staff Sign
9/1	26.21	----------	26.21	Balance Transfer prior month	-------	1	NF	Copy of p Cash She
9/4	-	-	26.21	Balanced	B	-	CS	
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9/11	23.79	-	50.00	OMI # 54946	D	2	NF	

Documentation needed on all receipts

1. The following items need to be entered at the top of the receipt:
   1) Staff initials, 2) Receipt number 3) Site and 4) Code

   The following items need to be circled:
   5) Store Name, 6) Total paid, and 7) Date of purchase
   See example below:

Entering receipts on Site Cash Sheet:

All transactions need to be documented on the Site Cash Sheet and need a receipt.

1) When entering the receipt on the Site Cash Sheet
    a. 1) write the date, 2) enter the amount under withdrawal, 3) enter the new balance, 4) "Where money came from / Where the money was spent", 5) the code that matches what was put on the receipt, 6) the receipt number and 7) your initials. See an example below:

SITE CASH SHEET

Site Foster 4 Month October Year 2020

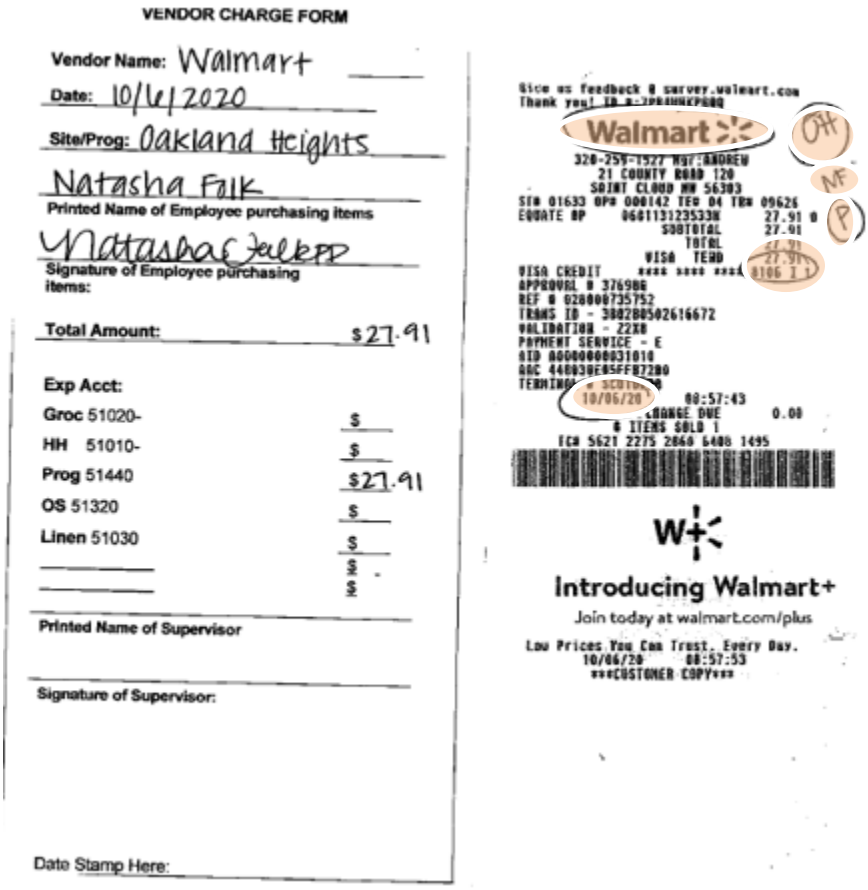
Date	Deposit	Withdrawal	Balance	Where the money came from / Where the money was spent	Code	Receipt #	Initial	Staff Sign
10/1	23.79	----------	23.79	Balance Transfer prior month	------	1	NF	Copy of prior month Cash Sheet
10/5	-	-	23.79	Balanced	R		NF	
10/6	-	15.25	8.54	Walmart	G/P	2	BS	

Balance Site Cash Sheets at least 3 times per week

1. Site Cash Sheet is balanced a minimum of 3 times per week by 2 different staff members. Typically, it is the PC or LSS that will balance these, but they may delegate this task to a part-time staff.
    a. Ensuring the math and cash balance
    b. Check that all receipts have been entered and the number on the receipt matches the cash sheet

Vendor Charge Form:

1. The Vendor Charge Form is to be attached to all receipts that have been charged to OMI.
   (Examples: Cash Wise/Coborns, Walmart or Costco.)
2. Complete the Vendor Form:
   a. 1) Enter the Vendor Name, 2) Date, 3) Site to expense the purchases, 4) Print Staff Name and 5) Signature of the Staff purchasing the items.
   b. Enter the purchase total. Add up the expenses by expense code and enter the amount on the appropriate line.
   c. Staple the Vendor Form to the original receipt and turn it into your supervisor. PC's turn it into your PD/PM and LSS's can turn it into their PC. See below for an example:
   d. Turn in Vendor Charges to the PD/PM by Wednesday of each week.



VENDOR CHARGE FORM

Vendor Name: Walmart

Date: 10/6/2020

Site/Prog: Oakland Heights

Natasha Falk

Printed Name of Employee purchasing items

Natasha Falk

Signature of Employee purchasing items:

Total Amount: $27.91

Exp Acct:

Groc 51020- $

HH 51010- $

Prog 51440 $27.91

OS 51320 $

Linen 51030 $

_____ $

_____ $

Printed Name of Supervisor

Signature of Supervisor:

Date Stamp Here:

Walmart

OH

NF

P

SUBTOTAL 27.91

TOTAL 27.91

VISA TEND 27.91

10/06/20 08:57:43

CHANGE DUE 0.00

ITEMS SOLD 1

Introducing Walmart+

Join today at walmart.com/plus

Low Prices You Can Trust, Every Day.

10/06/20 08:57:53

CUSTOMER COPY

Vendor Charge Forms –
You can find these under the Shared Drive > Policies & Procedures > Master Docs > Vendor Charge Form
There are also copies of this form at the main office in the cabinet to the left of the mailboxes in the copy room.