

WASBO ASB PROCEDURES MANUAL	STUDENT STORES	REVISED 11/06
--	-----------------------	--------------------------

INTRODUCTION

The main purpose of a student store is to help students learn how to operate a business enterprise, including all the record keeping, ordering, cash and inventory responsibilities.

PROCEDURES

A. SUPERVISION OF WORKERS

1. A student store must have **adult supervision** when in operation.
2. An adult should select and schedule all student workers. The adult should review all written policies for handling money (cash and checks) with the designated students to insure good internal controls and reconciliation at the end of a shift.
3. A minimum of two people should be present when the student store is operating.
4. The number of student workers should be limited to allow for proper supervision and control.
5. Employees are not allowed to eat or drink while working in the store.
6. Student store workers must have segregated duties in order to have the necessary accounting controls and efficiency.
7. Specific duties:
 - One person should take the customer's order, receive the cash due for the purchase, and provide the appropriate change.
 - The second person should retrieve the product from the shelf, verify the price with the cashier, and deliver the product to the customer.
8. The person who is responsible for cashier duties:
 - Receive the correct amount of money from the customer for the purchases.
 - Count the money received from the customer and return the necessary change before placing any money received into the cash drawer.

B. STUDENT STORE SECURITY

1. Student store operations should only take place in a secure surrounding (an office, secured room, etc.) where customers cannot reach money or merchandise or easily walk behind the counter.
2. The adult supervisor is to observe the operation at all times.
3. All student stores should use cash registers or another accounting method, such as an electronic point of sale program, and records must be kept to reconcile receipts.

WASBO ASB PROCEDURES MANUAL	STUDENT STORES	REVISED 11/06
--	-----------------------	--------------------------

4. Cash boxes are not recommended when there is a high volume of transactions.
5. Student workers should be identified by entering a password as they log on to a cash register or point of sale program prior to their shift which helps tie transactions to an individual. Passwords should be controlled by someone that does not have access to the system.
6. No money should be left exposed at any time, except when receiving payment or giving change to the customer.
7. At the end of the shift, all money must be stored in a secure place.
8. When the store closes for the day, all money (cash receipts and change fund) must be given to the ASB Bookkeeper, who should verify the money received and issue a receipt.
9. The student store must be locked when not open for business. When it is open, only designated workers and/or adult supervisors are to be behind the counter.
10. Designated workers do not leave the store unattended at any time while open for business. In case of emergency, the adult supervisor should secure the store before leaving the premises.
11. Only the adult supervisor and school management are to have keys to the student store.

C. CASH HANDLING

1. Cash registers or an electronic point of sale program, with cash drawers, are recommended to track purchases.
2. Sales are to take place only when the store is open for business.
3. All sales must be rung up on the register at the time of sale (not applicable to stores using cash boxes.)
4. No sales are to be made on credit.
5. If checks are accepted, they are to be endorsed immediately upon receipt. Checks are to be for the purchase price only ~ not more than the purchase price.
6. The adult store supervisor must document all returns at the time of the transaction.
7. The adult store supervisor must document all "over rings" at the time of the transaction. Cash in the store register or cash box is not to be used for personal convenience (i.e. make change or cash a check when no sale has been made.)
8. There will be no free merchandise allowed to any employee.
9. If a store employee is going to purchase a store item, they must do so at the end of their shift and another employee must transact the sale.
10. No cash should be kept in the student store when the store is not in operation.

WASBO ASB PROCEDURES MANUAL	STUDENT STORES	REVISED 11/06
--	-----------------------	--------------------------

11. The ASB Bookkeeper or Secretary, upon receiving the cash receipts from the student store should:
 - Count the cash receipts in the presence of the person submitting the cash.
 - Complete a pre-numbered cash receipt for the cash received in accordance with general ASB policy. (See the *Cash Handling* section.)
 - Deposit the cash receipts immediately, in accordance with the general ASB policy, or place them in the school safe until the deposit is made.
12. A minimum of two people, including the shift cashier counts all cash at the end of each shift. The adult supervisor should oversee the cash counting.
 - After the cash has been counted, a reconciliation form must be completed and signed by those who counted the cash.
13. The change fund in the cash register or cash box in the student store is to be returned to the ASB Bookkeeper or Secretary when the store is not in operation for storage in the school safe.
 - The change fund in the cash register or cash box is obtained from the school ASB imprest checking account.
 - The change fund is not obtained by holding back cash receipts from deposits.
14. The completed reconciliation form, the ASB pre-numbered receipt received from the ASB Bookkeeper or Secretary, and the cash receipt tape (or report) for the shift (not applicable to student stores using cash boxes) should be retained in the permanent file of the student store.

D. PERMANENT RECORDS AND INVENTORY

Student store accounting records are public records and are to be retained according to the State guidelines for records retention. For further information refer to the *Records Retention* and *Inventory* sections.