



A department of **MPS**

PART-TIME RECREATION EMPLOYEE

Appendix F -
Inventory and Cash
Handling Procedures

INVENTORY PROCEDURES:

General Procedures for Inventory Processing

When Recreation staff order supplies to be resold to the general public the process of receiving new inventory and inputting the inventory into Recreation's Point of Sale Software is as follows.

Receiving the Order:

1. Upon receiving an order from a vendor Recreation staff will compare/count the items received with the packing slip to confirm that all items ordered were received.
 - a. If there is a discrepancy the Recreation staff member will notify the vendor of the shipping error.

Recording the Additional/New Inventory:

1. Each inventory item will be logged as received in the recreation Point of Sale Software.
 - a. Recreation staff are to log in to the Point of Sale Software.
 - b. Go to the Point of Sale Management module within the software.
 - i. Click the menu button on the upper left-hand side of the page (3x3 dots).
 - ii. Select "Management" in the menu that opens.
 - iii. Select "POS Management" in the dropdown menu that opens.
 - c. Click the Inventory Posting link on the subsequent menu that opens.
 - d. On the page that opens, under the Posting Option, the Recreation staff member should select "Post Receivings- Individual Item".
 - e. Recreation staff members will first filter and then search for each inventory item that was received in the shipment to update the inventory quantity.
 - i. Filtering can be done by typing the site location (i.e. "SOUTH", "HAMILTON", "NORTH", etc.) into the Inventory Code box and selecting "Contains" via the filter option (funnel shaped icon) also within the Inventory Code box.
 - ii. Staff should select "Active" within the Status box to reduce the list to the items currently available for sale at the site. All other options should be unchecked.
 - iii. When staff find the item within the list that they wish to update, click the item to highlight it, and then click "Select" at the bottom of the page.
 - iv. On the "Inventory Receivings Post" box that opens, staff should input the number of new items received in the shipment into the "Purchased Quantity Received" field.
 - v. Select "Process"
 - f. When all items that have been received are entered into the Point of Sale Management (POS) module, the Recreation staff member can log out and close out of the software.

General Procedures for Inventory Loss Reporting

On the last Thursday of every month, Recreation staff shall conduct a manual count of snack bar items. The Inventory Loss Form should be completed for items that do not match the inventory recorded in Recreation’s Point of Sale Software. Updated inventory counts should then be entered into the Point of Sale Software after the form has been completed.

Conducting Manual Counts of Inventory Items

1. Recreation staff are to log in to the Point of Sale Software to process the report needed to conduct manual counts of inventory items.
 - a. Staff should navigate to the “Inventory Item Reports” module within the software to run the proper report.
 - i. Click the menu button on the upper left-hand side of the page (3x3 dots).
 - ii. Select “Reporting” in the menu that opens.
 - iii. Select the “Report Listing” link in the dropdown menu. Staff will need to scroll all the way down the list to see the option.
 - iv. Select the “POS Inventory” section in the subsequent menu.
 - v. Select “Inventory Item Reports” in the dropdown menu.
 - b. Staff will run the Inventory Quantity Report for the site by selecting the proper report functions and filtering the inventory list.
 - i. Select “Inventory Reports” from the Output Group at the bottom left of the page.
 - ii. Select “Inventory Quantity Report” from the Output Template at the bottom left of the page.
 - iii. Filter for site specific inventory items using the following steps.
 1. Click the gear shaped “Options” menu located under the blue bar that says “Inventory Codes Datagrid” in the upper left portion of the screen.
 2. Click “Clear Selected” on the menu that opens to eliminate any previous searches.
 3. Type the site location (i.e. “SOUTH”, “HAMILTON”, “NORTH”, etc.) into the Inventory Code box.
 4. Select “Contains” via the filter option (funnel shaped icon) also within the Inventory Code box.
 5. Staff should select “Uncheck All” within the Status box.
 6. Staff should check “Active” within the Status box.
 7. Choose “Select All Rows” under the gear shaped “Options” menu.
 - iv. Run the report by clicking “Process” on the bottom right hand of the screen.
 - a. In the window that opens up
 - i. Check the “PDF” File Format box.
 - ii. Check the “Preview Report” box.

- iii. Select “Continue”.
- c. The option to open a pdf version of the report will pop up after the report has been processed.
- d. Click “Open” and select the report from the downloads bar.
- e. Print the report using the computer’s local printer settings.
- f. After printing out the Inventory Quantity Report, Recreation staff should hand count the actual quantity of each item listed on the report from inventory and record it next to the amount stated on the report.
 - i. This report will be stapled to and stored with the site copy of the Inventory Loss Form.
- g. After going through the above process once, the software will save the previous selections as the default setting.

Updating Inventory Totals

1. After conducting manual counts, inventory item quantities should be updated to reflect the physical number of items in stock.
 - a. Recreation staff are to log in to the Point of Sale Software.
 - b. Go to the Point of Sale Management module within the software using the following steps.
 - i. Click the menu button on the upper left-hand side of the page (3x3 dots).
 - ii. Select “Management” in the menu that opens.
 - iii. Select “POS Management” in the dropdown menu that opens.
 - c. Open the “Inventory Management” link within the software.
 - i. Filter for site specific inventory items.
 1. Click the gear shaped “Options” menu located in the upper left portion of the screen.
 2. Click “Clear Selected” on the menu that opens to eliminate any previous searches.
 3. Type the site location (i.e. “SOUTH”, “HAMILTON”, “NORTH”, etc.) into the Inventory Code box.
 4. Select “Contains” via the filter option (funnel shaped icon) also within the Inventory Code box.
 5. Staff should select “Uncheck All” within the Status box.
 6. Staff should then check “Active” within the Status box.
 - ii. Staff should locate the inventory item they wish to update from those listed.
 - iii. Staff should update the inventory quantity.
 1. Click the pencil shaped icon to the left of the item’s Inventory Code.
 2. Update the number in the “Qty On Hand” field to the current inventory number.
 3. Click the pencil shaped icon to the left of the item’s Inventory Code (currently highlighted blue) again to close out the item.

4. View the item's "Qty On Hand" field to ensure it was updated to the correct quantity.
- iv. When all items that needed to be updated are correctly entered into the POS module, the Recreation staff member can log out and close out of the software.

Expired/Spoiled Items

1. When conducting manual inventory counts, Recreation staff may come across items which have surpassed their designated expiration date.
 - a. Items that have expired/spoiled should be subtracted from physical inventory and recorded on the Inventory Loss Form with the notation "Expired" in the column designated for noting the reasons behind overages and shortages.
 - b. Recreation staff should refer to the Updating Inventory Totals procedures to ensure expired/spoiled items are not included in current inventory.

Completing the Inventory Loss Form

1. Inventory items for which manual counts do not match the quantity stated on the Inventory Quantity Report should be recorded on the Inventory Loss Form.
 - a. Staff should fill out all columns for each inventory item which POS Software count does not match its manual count (utilizing information from the Inventory Quantity Report when needed).
 - b. Reasons for shortages should be noted to the best of staff's abilities and knowledge. Examples of shortage reasons are EXPIRATION, THEFT, MICE, etc.
 - c. Totals for inventory item shortages/overages and cash overages/shortages should be calculated and listed at the bottom of the reporting table.
 - d. If current inventory item quantities have been updated in the Point of Sale Software, the corresponding box should be marked at the bottom of the form.
 - e. A Building Director/Clerk and the site Supervisor shall sign off on the Inventory Loss Form.
 - i. Remove bottom YELLOW COPY of form to retain on site.
 - f. Place form in the most recent deposit bag for the site and have transferred to a Recreation Manager.

CASH HANDLING PROCEDURES:

General Registration Procedures

Some of the community centers have snack bars and sell inventory (such as swim caps) for the classes held at the location. When a site has these services available, the following procedures are to be followed:

Opening Shift:

- Unlock safe and remove cash drawer. Secure safe.
- Verify that starting bank is \$100.00 (site specific dollar amount TBD). Money count must be done out of public view in the Recreation office.
- Open RecTrac, sign in and verify the software is operational.
Make sure you have enough change in your bank (1-20, 2-10's, 7-5's, \$ 25-1's is a suggestion = \$100)

Procedure for Snack Bar / Inventory Sales

When a site has a snack bar or inventory sales:

1. Sites that are using the POS Touch Screen Computer:
 - a. Turn on the computer (the computer is set up to automatically log you in)
 - b. Log in to RecTrac using the provided log in information.
 - c. Identify the item to be sold. All for sale items should have an identifying touch button
 - d. Press "process" key when prepared to check out.
 - e. Collect customer's money and process the transaction.
2. Sites that do not have the POS Touch Screen Computer
 - a. Use provided inventory sheet for snack bar sales.
 - b. Inventory (count) the starting amount of each item to be sold that day.
 - c. Mark on the inventory sheet a starting quantity per item.
 - d. As inventory items are sold, mark in the appropriate are the quantity sold.

Making a deposit

At the end of the day/evening, a deposit must be prepared. Sales should be separated by cash and checks for each program site. Total up all cash and checks received and record the total amount collected for each on the Cash Journal Report.

1. Verify that funds balance. If you do not balance or you encounter a mistake, recount; advise the manager or supervisor if not balanced.
 - a. When a cashier has a cash overage/shortage in excess of \$1.00 they must report that on the Cash Journal Report form.
2. Count money for your \$100.00 bank (leaving 1-20, 2-10's, 7-5's, 25-1's are a suggestion)
3. Print Cash Journal Report/Inventory item. Include the report with your deposit and place in deposit envelope.
4. Put deposit envelope (marked accordingly) in safe.
5. Put your cash drawer/box in the safe.
6. Secure safe.

Within 24 hours of receiving the registration envelope, a supervisor will bring secured envelopes from the community centers to central office. Registrations and payments should be hand delivered to the Recreation Manager at Central Office. If Recreation Manage is not present at their desk, registration should be placed in

safe in room 56. **At no time are registration forms to be left on a desk/file unattended.**

- Email Manager that registrations are in the drop safe in room 56.
- A) Recreation Manager signs Activity Registration Deposit form verifying accuracy of the report and deposit and submits to the department Accountant.
 - a. If the department Accountant is not present, do not leave deposit envelope on his/her desk. Place completed deposit envelope in the drop safe under the department Accountant's desk.
 - b. For cash transactions: The yellow carbonated completed Class Registration form and Recreation Activity Registration Deposit form will be returned to the Supervisor and should be stored in a safe place for 5 years.