Basic financial processes in the vision centre

Step 1 - Accept cash, cheques, credit cards

- Count amount received carefully (cash)
- Give the customer a receipt. Make sure the vision centre keeps a copy
- Count change carefully (cash)
- Secure cash appropriately.
- Record the sale in a sales book/computer records

  (see D3_4_Money collection form)
- Record monies received in cash ledger/computer records

Step 2 – Perform Daily Reconciliation

- Count all monies you have in the cash box and compare it to how much you should have according to the manual financial records or computer system.

  (See D3_5_Daily reconciliation form)
- If the accounts do not balance identify the source of any differences.
- If there are more than two people working at the centre, make sure a different person does the daily reconciliation to the person usually handling the cash

Step 3 - Prepare deposit for bank

- Prepare a deposit form as soon as the total of cash, cheques and credit card slips reaches the maximum amount set by the VC manager, or on the specific day allocated for doing the banking
- Balance amounts recorded in computer or manual ledger to the cash counted
- Keep copies of deposit forms
- Make computer or manual records of the details of your bank as appropriate
- Deposit cash at the bank

Step 4 - Report losses

- Report any losses or discrepancies in cash to your manager immediately
- Discrepancies need to be recovered or resolved; this may require the vision centre manager to speak with individual staff members as soon as the problem has been identified.

Step 5 - Manager confirms banking

- The Manager or Finance Administrator signs-off on the balanced reconciliation.
- If discrepancies are not resolved and funds reach a large amount, banking will still be done while the investigation into unbalanced funds continues.

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