

How to Fill Out Your Consumer Fund Sheet

Your consumer has received money and you have been entrusted to track it.

- Print the consumer's name and year on appropriate lines.
- Print & initial your name at the bottom of the tracking sheet
- The + Fund column is only for adding money in
- The Amt. Spent column is only for money you spent
- Balance column is for money on hand. Balance and cash on hand should always match

When you receive their money:

1. Fill in the date and your initials.
2. Under "Description of Purchase & Receipt" write "deposit." (example: Deposit)
3. Under the + funds column write that dollar amount in (example \$100.00) this column is only for deposits.
4. In the balance column write in \$100.00.
5. When transferring the money to the next shift write 'transfer to Staff Name' in the "Description of Purchase & Receipt" line. Document the amount of money you counted under the balance, and initial. Have the staff that is taking money count as well to make sure the balance is correct and then initial.
6. Keep all receipts and bank statements in a safe and organized designated area

When the consumer has made a purchase:

1. After the transaction is made, fill in the date and your initials and document under the "Description of Purchase & Receipt" (Only one transaction per line!) a DETAILED description of the purchase (Examples, house hold items, groceries, coat; or the consumer went out to eat at McDonald's). Use a second line if needed.
2. Write the dollar amount you spent in under Amt. Spent. Subtract the cost of the purchase from the current balance. Then write the new amount in the balance column. (Example you have \$50.00, but only spent \$35.00; you would write \$35.00 under Amt. Spent then subtract the \$35.00 from the \$50.00 for a new balance.)
3. Number your receipt and also add that number next to the line with that entry.
4. Put the leftover cash back in the container.
5. Do not combine separate purchases together on one line.

6. Print clearly
7. The Description of Purchase and the paper receipts should have matching numbers. Keep that receipt with this consumer fund sheet.
8. Only document the amount of money you spend.

When you give cash to the consumer:

1. Document under ``Description of Purchase & Receipt'' write Personal spending money.
2. The next line under personal spending money have the consumer sign the fund sheet.
3. No receipts are required as this is their personal money
4. Use the correct columns on your fund sheet and every transaction needs to be on a separate line.
5. No splitting a receipt with the consumer or using your personal Debit card to make their purchases. Contact your manager if there is an emergency.