

# Books

## Tech Squares Weekly Job

### Description

Responsible for seeing that books is done after gate closes.

### When

Anytime after gate closes and before the dance ends.

### What you need

- Guestbook
- Current gate/books sheet
- Club attendance sheet

### Responsibilities

- Write down that you're doing books.
- Looking at the guestbook and sign-in sheet, fill out the numbers for attendance (admission). This is a count of who paid the nightly cost for the dance.
- From the gate section of the sheet, record the number and totals of subscriptions and other income.
- Total up the income from tonight, and use the old box count given at the top to calculate the expected box.
- Count up all the money in the box including cash and checks. Cash and checks may be under the insert as well. You can assume bundled bills are correct.
- If your count does not match, check your work to attempt to find the source of the discrepancy. If that doesn't work, write down what the difference was.
- If the total in the box is over \$500, or if we have checks more than two weeks old, we need to make a deposit. Get a deposit envelope from the clear folder and follow the instructions on the envelope to fill out the deposit slip.
  - Stamp all the checks with our “For deposit only” stamp (in the endorsement area on the back of each check)
  - Our account number (to be written in the empty area) is 2720265.
  - Leave about \$25–\$50 in the cash box in appropriate bills.

Once the deposit slip is filled out, find the Treasurer, Vice Treasurer, or someone listed on the card with the deposit envelopes, and have them make the deposit

by finishing the remainder of the instructions on the envelope.

***Thanks for helping with this very important job!***