



Ranger Station Step by Step Accounting Guide

1. Separate cash and coins into piles
2. Write amounts on sticky and total
3. Accounting summary: total from step 2 goes under “actual amount”
4. Tally sheet 1= Paypal highlight minus any refunds
5. Complete accounting summary page
6. Check over/under amount (check with lead/supervisor if over/under more than 0!)
7. Write cash amounts on cash count sheet
8. Rubber band cash and put in bag
9. Write added coins from first sticky on new sticky
10. Roll any and complete “in the carryover bag” sheet
11. Add coins rolled to cash count sheet
12. Put coins in bag
13. Staple sheet in this order: cash count, acct. summary, Paypal here
14. Signature! Yay!

After deposit is taken:

1. Put deposit amount on spreadsheet under credit
2. Staple receipt to Paypal here
3. Put in R.S. Invoices/Receipts folder

Extra tips:

- Actual-total profit= over/under
- 3 sticky notes in carry over bag= old, added, and new “in the bag”

