



# Ranger Station Step by Step Accounting Guide

1. Separate cash and coins into piles
2. Complete cash count sheet
3. Ask manager for Paypal numbers (cash-card=number)
4. Write down your over/under amount (If over/under more than 0, contact lead, supervisor, and/or teacher)
5. Put \$40 in cash box
6. If needed, get change from teacher
7. Put left over cash in bag w/ cash count sheet signed and dated
8. Wait for other team to complete steps 1-7. Combine in one bag.
9. Done! Yay!

