



LEADERS HOLDING CO.TM

Est. 1971

Closing Procedure

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1. Deposit Slip

A deposit slip must be filled out when you have taken cash and/or checks for that day's business. The deposit must be made at the bank before the 10 am store opening the next day.

Deposits Under \$2.00

When the collected cash totals under \$2.00, the following steps need to be taken:

- ✓ Account for the cash accordingly on the Cash Drawer Count Sheet. Continue nightly to account for the overage, until a deposit totaling over \$2.00 can be taken to the bank.
- ✓ In the email to A-R containing closing paperwork, mention the overage.
- ✓ When the checks collected totals under \$2.00 and there is no cash to deposit, simply keep the check in the cash drawer or money bag, and make mention of this check in the nightly closing paperwork email to A-R.

Fill out a deposit slip as follows:

The image shows a SunTrust deposit ticket form with the following handwritten entries and numbered callouts:

- 1:** DATE 3 SEPT 11
- 2:** CURRENCY 100.00
- 3:** Checks listed: Smith 571.99, Jones 458.47, White 481.00
- 4:** Total amount 2611.46
- 5:** Total amount 2611.46
- 6:** Total amount 2611.46
- 7:** Total amount 2611.46

- Step 1: Write current date here
- Step 2: Write the total amount of cash to be deposited. It should be the same amount you reconciled in Step 3, Number 2 .
- Step 3: List each check here. Write the customers last name and the total amount for each check on the lines.
- Step 4: Use a calculator and add the total number of checks and cash to be deposited as you have written on the deposit slip. Does the amount you totaled with a calculator match Row 14 of the DSR?
- If YES continue on.
- If NO make sure you have written all of the checks in and check your addition.
- Step 5: Write the total number of checks to be deposited here.
- Step 6: Rewrite the grand total you found by adding with a calculator here.
- #4 and #6 MUST MATCH**

Step 7: The person filling out the deposit slip must initial it with their SLM number.

2. Deposit Bag (When making a night deposit)

Should be filled out as follows

DATE _____ TOTAL DEPOSIT _____

5

TO USE THIS Security Bag

1. Complete all information, use only a BALL POINT PEN.

2. Remove tear-off receipt and retain for your records.

3. Write security bag serial number on financial institution deposit ticket. Place CURRENCY / COIN and FOOD STAMPS ONLY in top pouch. Place CHECKS and DEPOSIT TICKET(S) ONLY in bottom pouch.

4. Remove receipt from to receive attention. To avoid please stand directly from center to center. For maximum handling, keep bag at least 10 inches from center for a few minutes after sealing.

DEPOSITOR

NAME Leader's Casual Furniture

ACCOUNT # _____

LOCATION # 09

DATE 08/04/11

FINANCIAL INSTITUTION

NAME Suntrust

SAID TO CONTAIN

CURRENCY \$ _____

COIN \$ _____

CHECKS \$ _____

TOTAL \$ _____

3

2

4

1

BOTTOM POUCH CHECKS and DEPOSIT TICKET(S) ONLY
NO CASH OR FOOD STAMPS IN BOTTOM POUCH

IMPORTANT! REMOVE RELEASE LINER AND PRESS BOTTOM POUCH CLOSED.

DEPOSIT TICKET

00633190

391632

11 x 16

ULTRA/VOID

1173545 112006

- 1 Write in full, "Leader's Casual Furniture"
- 2 Write your store number
- 3 Current Date
- 4 Deposit Totals
- 5 Rip tab off and staple to DSR for store records

Additional bank bags can be obtained by requesting them on your supply requisition form.

<R:\Forms & References\Request Forms\Supply Request Form.pdf>

3. Cash Drawer

The drawer must equal \$100. The Daily Balance Sheet to count your drawer can be found: 2.2.1 Cash Drawer Reconciliation

Hide Cash Drawer Funds (Paper Money Only)

The associates closing the store are responsible for the cash. The cash should be inside the money bag, somewhere inside the cash wrap. If the cash comes up missing, the associate(s) who closed the store are responsible for the loss.

Scan and Email A/R (a-r@leadersfurniture.com)

The corporate offices should be forwarded the following information in the correct format:

1. Deposit Slip
2. Copy of All Checks (front only)
3. Cash Drawer Balance Sheet
4. Finance Paperwork (if applicable)
 - i. Original Application Signed and 100% Complete
 - ii. Authorization Form

4. Store Floor Recovery

Walk the floor and make sure the following are in optimal condition and the store is ready to re-open:

1. **Front Door:** Clean and free of finger prints
2. **Seating:** Straight and accessorized, glass clean
3. **Cushions:** Fluffed, straight, attached properly
4. **Dining:** Table settings straight and color coordinated; glass clean, chairs straight, cushions attached properly
5. **Accessories:** Organized together in themes, color coordinated with the groups they are displayed by
6. **Pictures:** All pictures hung straight (color coordinated with the pieces they are above)
7. **Restrooms:** Stocked in their proper dispensers; hand soap, toilet tissue, paper towels
8. **Cash Wrap:** Unnecessary papers filed, counter top wiped clean, credenza wiped clean, overall professional image
9. **Clover Devices:** Wiped down with microfiber and free of finger prints

5. Outdoor Display (15 minutes before close)

Do Not Cut Yourself Short! Do not bring the outdoor display in until 15 minutes before close. You could get that last big customer of the day and make a sale. Bring in merchandise and reset on your floor so it is ready for the next selling day.

Please Do Not allow outdoor display items to clog walkways visible from the store windows.

NOTE: Some of the furniture may require cleaning. Please dust and clean glass where necessary.

6. Open Sign(s)

Turn off open sign(s)

7. Turn off Computers

1. From your local desktop, go to the START button
2. Go to "shut down"
3. Select "shut down"
4. Repeat for all computers at your location

8. Radio

Turn the radio off.

9. Air Conditioning

The air conditioning units should be set to 85 every night

10. Lights

Only selected lights are left on at night in a showroom. The goal is to leave the front window well lit and several lights on along the back to give dim light. The switches to be turned off should be labeled with a red dot. If you think a switch should be left on or turned off and it is not labeled, please consult the Sales Leadership Team.

All fans and incandescent bulbs must be turned off. **Please make sure the breakers that power the traffic counting system are left on.**

The breaker box/switches in our store are located

11. Check and Lock All Doors

- ✓ Back Roll up Door
- ✓ Back Door
- ✓ Side Door (if applicable)

Exit and lock front door.

Have a great evening with friends and family!