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# Recommended H-D™ Canada Gift Card Daily Reconciliation Procedures

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## 1. Introduction

These are suggested procedures for reconciling your H-D™ Canada Gift Card sales and collected funds on a daily basis. The daily transaction reports provided by Store Financial will assist you in reconciling the Gift Card sales and ensuring that the proper amount of funds are deposited into the bank account you have designated for EFT transactions. Each Dealer is responsible for reconciling their H-D™ Canada Gift Card sales and fees prior to making a deposit. It is recommended that the H-D™ Gift Card reconciliation be incorporated into the same process you use for reconciliation of all cash and credit transactions. Ideally, each shift should be responsible for closing out their register and reconciling their drawer. Each Dealer should have a designated person that is responsible for the final reconciliation.

## 2. Daily Reconciliation Process

### 2.1 Responsibility of the Sales Representative (SR)

As determined by the dealer, an internal form should be used to assist in the reconciliation process. An example of this form is listed below in Schedule 1. The SR will complete the following steps:

- a) Run the Gift Card Transaction Summary Report for the day from the Store Financial website at: <https://info.storefinancial.net>.
- b) Verify POS totals to Gift Card Transaction Summary Report totals for all credit and debit entries.
- c) Count all cash and checks, if accepted, in the cash drawer at the end of the day.
- d) Verify amounts against the Gift Card Transaction Summary Report.
- e) Ensure remaining Gift Card stock is locked safely for the evening.
- f) Ensure all funds are locked safely for the evening if deposits do not occur on the same day.

### 2.2 Responsibility of the Manager or other designated personnel

Once the SR has provided you with the reconciliation form and all proper documentation, a final review of the cash transactions should be done. Once you have finalized the documentation, the following steps should be completed:

- a) Prepare the bank deposit slip for the day's deposit.
- b) Finalize reconciliation form and note any over/under amounts. Advise the responsible party of these variances.

### 2.3 Deposit Procedures

An employee at the Dealership is assigned the responsibility of taking the deposit to the bank in accordance with the following schedule:

- a) Take the deposit to the bank prior to noon on the following day after sales.
- b) On the last business day of each month, prepare a deposit for all cash and check shortages throughout the month.
- c) Maintain bank deposit records in accordance with your Dealership's policy.

Date / Time:

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Dealer Name:

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Sales Representative (Name):

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Manager:

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10/2015

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# END OF DAY RECONCILIATION FORM

(Print Name & Signature)

## End Of Day (EOD) Procedures:

1. Run the EOD "Transaction By Property Report" in CardSpot™.
2. Print the daily sales transaction report from the Point-of-Sale (POS) machine.
3. Count all the cash in the drawer at the end of the day.
4. Fill in following information:

	Per CardSpot™ Report	Verified Amount By Closing SR (end of day)	
Cash			Per cash drawer
Checks (If accepted)			Per cash drawer
Total of Bank Deposit			
Over / (Under)			Over / (Under) amount will be charged to the proper marketing account
Debit			Per POS report
Visa			Per POS report
MasterCard			Per POS report

(Additional fields could be listed here for other payment types accepted.)

5. Prepare the bank deposit slip for the day's deposit.
6. Bring the contents of the cash drawer to the safe in the property administration office.
7. Attach the following items to this EOD cash out form:
  - EOD Transaction By Property report (from CardSpot™)
  - All POS closing reports
  - All credit card slips and POS receipts
  - Copy of bank deposit slip
8. Count remaining unused H-D™ Canada Gift Card stock being returned to the administration office and complete below:

Number of H-D™ Canada Gift Cards at Opening	
Number of H-D™ Canada Gift Cards at Closing	
Number of H-D™ Cards Sold at the EOD	

Closing SR Signature:

Closing SR Name: