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



1. **Introduction**

These are suggested procedures for reconciling your H-DTM Canada Gift Card sales and collected funds on a daily basis. Each Dealer is responsible for reconciling their H-DTM Canada Gift Card sales and property fees prior to making a deposit. It is recommended that each shift be responsible for closing out their register and reconciling the funds collected to the daily transaction reports provided by Store Financial. Each Dealer should have a designated person that is responsible for the final reconciliation.

1. **Daily Reconciliation Process**

*2.1 Responsibility of the Sales Representative (SR)*

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

1. Run the Transaction Summary Report for the day from the Store Financial website at: [**https://info.storefinancial.net**](https://info.storefinancial.net)**.**
2. Verify POS totals to Transaction Summary Report totals for all credit and debit entries.
3. Count all cash and checks, if accepted, in the cash drawer at the end of the day.
4. Verify amounts against the Transaction Summary Report.
5. Ensure remaining card stock is locked safely for the evening.
6. 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:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date / Time:** |  |  |  |  |  |
| **Dealer Name:** |  |  |  |  |  |
| **Sales Representative (Name):** |  |  |  |  |  |
| **Manager:** |  |  |  |  |  |
| **(Print Name & Signature)** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **End Of Day (EOD) Procedures:** |  |  |  |  |  |
| 1. Run the EOD Transaction By Property Report from 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-DTM Canada Gift Card stock being returned to the property administration office and complete below: | | | | |  |
| **Number of H-DTM Canada Gift Cards at Opening** | |  |  |  |  |
|  |  |  |  |  |  |
| **Number of H-DTM Canada Gift Cards at Closing** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Number of H-DTM Cards Sold at the EOD** |  |  |  |  |  |
|  | **Closing SR Signature:** | | |  |  |
|  |  |  |  |  |  |
|  | **Closing SR Name:** | | |  |  |