

Notes to be covered:

1. Other Income is ONLY to be used when cash is received from a third party – NOT to be used to cash IN amounts from EBT Drop; EBT Cashiers, Bar sales or ATM)
2. If you made a mistake that causes a safe variance – don't try to correct it by either doing a petty cash transaction, other income cash in or CIT IN transaction – leave it as it is, We will do an adjustment to correct the variance
3. Petty cash transactions are only to be used to when a cash purchase from a store is done using money from the main safe – Do not use petty cash purchased for EBT Testing cash issued to EBT techs
4. Each cashier (Bar & EBTs) must have their OWN credit cards speed point end of day report which MUST balance to only their credit card transactions done
5. Only upload the DRGT Bill Count (Day Records) report when cashing IN the EBT Drop EVERY morning. Always record the DRGT cash meter amount under Cash Expected on CMS
6. Always upload the correct documents relating to that transaction only. You should not upload Bar cash up slips to an EBT cashier Cash In transaction
7. When creating adjustments – DO NOT upload e mails sent by Treasury Audit – you need to upload the CORRECT supporting documents for that cashier (Either: DRGT Cashier Shift report, GAAP cash up slip, credit card EOD reports) No e mails printed must be uploaded on the CMS. *The CMS system has sample documents that indicate to you what is required – follow it*
8. Do not create adjustments on the Safe reconciliation transactions – We can NOT adjust safe balances.
9. Surveillance Requests and Document requests to be used on CMS (No more e mails)
10. Managers must check every morning on CMS if there are any Document requests pending on the CMS system and must attend to it immediately

Useful Links for managers to obtain reports to balance daily:

1. GAAP
<https://web.gaap.co.za/index.php>
Username: GoldrushTreasury
Password: 159862
Use the Management Overview Report
2. G4S Central Webpage (To be used if G4S slip did not print)
<https://tms.deposita.co.za/>
Username: GoldrushBingo
Password: GoldrushBingo

