

12 Money

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What are some common terms for money?
- 2 When might employees have to handle money?



Brighton Convenience Store

Closing Procedures Part 3

After closing each day, we must account for all **currency**. Carefully count the **cash** in the safe. Be sure to **face** the **bills**.

Check that the total cash matches the sales numbers.

Next, make sure that the **petty cash** is left at a total of \$100. If it is below \$100, replace the missing amount. Confirm that the **receipts** from any **withdrawals** match that amount.

See that the cashier's drawer has the required cash to make **change**:

- One \$20.00 bill
- Three \$10.00 bills
- Four \$5.00 bills
- Fifteen \$1.00 bills
- \$15.00 in assorted **coins**

Add up all remaining funds and seal them for **deposit**.



Reading

2 Read the employee guide. Then, choose the correct answers.

- 1 What is the guide mainly about?
 - A how to make petty cash withdrawals
 - B the steps to handling money at closing
 - C the proper uses of petty cash
 - D different types of currency accepted
- 2 Which of the following is NOT required?
 - A counting the cash and coins
 - B facing the bills
 - C emptying the cashier's drawer
 - D reviewing receipts from petty cash
- 3 What can you infer about the petty cash?
 - A It is refilled daily.
 - B It is added to the daily deposit.
 - C It is used to refill the cashier's drawer.
 - D It's total should match sales numbers.

Vocabulary

3 Match the words or phrases (1-7) with the definitions (A-G).

- | | |
|----------------|----------|
| 1 — withdrawal | 5 — coin |
| 2 — receipt | 6 — face |
| 3 — deposit | 7 — bill |
| 4 — petty cash | |

- A an amount of money set aside to be placed in an account
 B a document showing what was purchased and the amount spent
 C a small amount of cash kept on hand for small expenses
 D the money that is made from a hard material like metal
 E a paper piece of money worth a certain amount
 F to arrange the bills so they are all facing the same direction
 G the act of taking money out of the bank

4 Write a word that is similar in meaning to the underlined part.

- 1 This bank exchanges forms of money from all over the world.
 c _ _ r _ n _ y
 2 The cashier gave the man back the difference between the total and the cash he provided.
 c h _ n _ e
 3 John's boss gave him paper bills to spend on office supplies.
 c _ _ h

5 Listen and read the employee guide again. What should employees do with the petty cash?

Listening

6 Listen to a conversation between a manager and an employee. Mark the following statements as true (T) or false (F).

- 1 — The woman forgot to face the bills.
 2 — The petty cash was low on money.
 3 — The man will make the deposit himself.

7 Listen again and complete the conversation.

Manager: Have you prepared the 1 _____ yet?
 Employee: I just counted the 2 _____ in the drawer.
 Manager: Did you remember to 3 _____ this time?
 Employee: Yes, I took care of that.
 Manager: And did you check the 4 _____?
 Employee: Yes. There was already \$100 in the drawer.
 Manager: 5 _____ you're ready. Go ahead and make the deposit. And don't forget the 6 _____.
 Employee: Okay, I'll be right back.

Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

Have you prepared the ...
 I took ...
 Don't forget ...

Student A: You are a store manager. Talk to Student B about:

- preparing a deposit
- steps to take next
- what not to forget

Student B: You are an employee. Talk to Student A about a deposit.

Writing

9 Use the conversation from Task 8 to fill in the duties for employees.

Count the _____ and _____ in the drawer.
 Make sure to _____ the bills.
 Go to the bank and make the _____.
 Don't forget to ask for a _____ from the teller.

Closing Duties