

## 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?
  - how to make petty cash withdrawals
  - the steps to handling money at closing
  - the proper uses of petty cash
  - different types of currency accepted
- 2 Which of the following is NOT required?
  - counting the cash and coins
  - facing the bills
  - emptying the cashier's drawer
  - reviewing receipts from petty cash
- 3 What can you infer about the petty cash?
  - It is refilled daily.
  - It is added to the daily deposit.
  - It is used to refill the cashier's drawer.
  - Its 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.

## Closing Duties

### 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.