

## Accounting Manual Single Copy Revenue Procedures

### Section 7: Circulation

#### 7.1 Single Copy Rack Keys

The keys to all single copy racks should be locked in a secure location at all times. Additionally, access to the keys should be limited to only the user of the keys.

Reason: This process will protect company assets and improve accountability by the user of the keys.

#### 7.2 Single Copy Money

All single copy money received should be counted and agreed to the draw sheets or receipt tickets prepared by the delivery person. Additionally, the single copy circulation deposit should agree to the draw sheet total by a person outside the circulation functions.

Reason: This process will help to ensure all money received is deposited.

#### 7.3 Pilferage by Rack Report

Each location should prepare a schedule of pilferage from each single copy rack. This report should be prepared each month by circulation personnel and reviewed and initialed by management.

Reason: The practice of monitoring the newspaper rack activity will help to ensure sales at racks and pilferage percents are reasonable.

#### 7.4 Count of Newspapers Not Sold

All newspapers not sold at single copy locations should be returned to the location office after each pickup. The returns should be counted and agree to the delivery person's draw sheet by someone outside of the circulation single copy function. This should be done at least once a month on a surprise basis.

Reason: This practice will help to ensure all information provided for single copy sales is accurate and the money returned to the office is correct.

#### 7.5 Surprise Counts of Racks

The manager (or individual) outside the circulation process should periodically, at least quarterly, pre-count the money and returns of each rack and compare the results to the draw sheets turned in.

Reason: This will help to ensure company assets are protected.

