**Section 120.30 Cash Sheet**

a) A cash sheet must be prepared daily for each day's business reflecting all transactions for that day. A fiscal day may be used. All items on the cash sheet must be balanced at the end of the day or prior to the opening of the next days business. The cash sheet may be maintained by the licensee in any medium or format that accurately reproduces original documents or papers.

b) The closing cash count must include all cash and cash items. Cash items include postage stamps and stamped envelopes sold in the currency exchange.

c) The beginning and ending number of money orders issued each day must be recorded on the cash sheet.

d) Returned checks must not be counted as part of the cash on hand.

e) Payment for utility bills and all other company bills must be remitted or transmitted to the respective utility or other company by the currency exchange before the end of the next business day.

(Source: Amended at 45 Ill. Reg. 9947, effective July 26, 2021)