CASH HANDLING POLICY

1. OVERVIEW

The establishment of strong internal controls for cash collections is necessary to prevent mishandling of funds and to safeguard against loss. In addition, strong internal controls are also designed to protect employees from inappropriate charges of mishandling funds by defining his/her responsibilities in the cash handling process.

Cash handling includes but is not limited to coin, currency, checks, money orders, credit cards, accounts receivable charges, electronic funds transfers, and all cash equivalents (tokens, gift cards, parking tickets and stamps).

All [COMPANY NAME] departments and staff handling should be aware that at any time, internal or external auditors may visit cash handling units to perform unannounced cash observations or cash counts.

2. PURPOSE

The purpose of this policy is to ensure control and safekeeping of business cash assets and to outline the acceptable use of cash at [COMPANY NAME]. These rules are in place to protect the employee and [COMPANY NAME].

3. SCOPE

This policy applies to all employees of [COMPANY NAME].

4. POLICY AND PROCEDURES

Handling money can be a challenge. In order to reduce errors, and the risk of loss, the company has developed the following list of policies and procedures that must be followed when handling cash or any other form of funds, as defined previously.

a) Cash funds must not be left unattended

Cash funds must be stored in a cash box within a register, safe or locked cabinet, to which access is restricted, preferably to the cashier or person in a department acting as a cashier.

Money coming in must be separated from money going out

Never put the money received in the petty cash, as this would cause errors and confusion in the accounting records. All money entering the organization must be paid promptly to the bank and recorded in the records before it is paid out again. Otherwise, this will result in a distortion of financial information.

Cash Handling Policy Procedures Restaurant

Negi Jagmohan

Cash Handling Policy Procedures Restaurant:

Hospitality Employee Management and Supervision Kerry L. Sommerville, 2007-02-26 In many hospitality establishments one manager or supervisor is the entire human resources department making all the hiring and training decisions often without having a formal human resources background Filling this knowledge gap Hospitality Employee Management and Supervision provides both busy professionals and students with a one stop comprehensive guide to human resources in the hospitality industry Rather than taking a theoretical approach this text provides a hands on practical and applications based approach The coverage is divided into four sections legal considerations employee selection employee orientation and training and communication and motivation Each chapter in this lively and engaging text features Quotations Various practitioners in the hospitality industry highlight the chapter's focus Chapter Objectives and Summaries lay out key concepts and then at the end of each chapter review them HRM in Action features highlight real world HRM experiences that relate to the content presented in each chapter Tales from the Field Hospitality employees provide accounts of the various challenges they face in the industry Ethical Dilemmas Scenarios from the hospitality industry which emphasize the role ethics plays in every aspect of the hospitality industry Practice Quizzes and Chapter Review Questions reinforce student comprehension of key concepts Hands On HRM Mini cases based on real world situations with discussion questions Chapter Key Terms Bolded Food and Beverage Service (Skills and within the chapter and then listed at the end of each chapter with definitions **Techniques)** Negi Jagmohan, Section I Basic Skills And Techniques Section Ii Demonstration Application And Exhibition

The Complete Restaurant Management Guide Robert T. Gordon, Mark H. Brezinski, 2016-04-08 Two highly successful veterans in the restaurant industry offer surefire tips to lower the risks of failure avoid the common pitfalls and make day to day operations smooth and profitable Highlights of this practical handbook menus samples special promotions and charts and instructions to determine price for profit food production techniques for controlling food production charts sample records and avoiding production problems controlling costs sound purchasing policies an good storage and handling practices health and environmental issues keeping up with governmental guidelines on environmental regulations and on dealing with food borne illnesses The authors cover every detail of running a restaurant Franchising catering changes in meat grading labor management cocktail lounge operations computerized techniques in accounting bookkeeping and seating and much more are all covered at length Restaurant owners and managers will surely find The Complete Restaurant Management Guide invaluable Food and Beverage Service Operation Negi Jagmohan, Food and Beverage Service Operation The Complete Idiot's Guide to Starting and Running a Bar Steven Johns, Steve Johns, Carey Rossi, 2008 Starting and running a bar is a fantasy occupation for many people You are your own boss and depending on your vision for the bar your clientele are largely your own choice Whether your dream bar is a comfortable neighborhood pub or a nightclub teaming with

entertainment this is a step by step guide to realizing your dream business In The Complete Idiot's Guide to Starting and

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