

CHRONIC TACOS

Manager Cash Handling Procedures

Opening Cash Procedures

- Verify main till register has a total amount of (example), \$350.00, which includes all change and bills.
- Count money in the safe and verify that it is exactly at \$500.00 every morning.
- All cash documents are to be filled out daily.
- Money is never to be left unsecured.

Deposits

- Create the deposit by reconciling all drops from the previous day.
- Be sure to reduce the amount of “Ones” and “Fives” in the deposit.
- Deposit must be taken to the bank by 11am every other day.
- With the deposit slip/receipt fill in the deposit log.
- Be sure to reconcile discounts, errors, and employee meals.

Shift Change

- Cash drawers must be changed out for shift change or counted.
- Manager will count out morning/lunch cash drawer to ensure there are zero discrepancies with the cash matching the total cash sales, while employees are doing their pre-shift change duties.
- Manager in charge will print a sales cash out report and make sure the first drawer matches the report for the beginning part of the day.
- After counting the drawer, the manager will count out float amount and drop the rest of the money into the cash drop of the safe while leaving float amount in the drawer to use the following day.

Discounts

- Employees receiving a discounted employee meal, must be entered into the POS each time.
- Receipt should be printed and signed by the employee receiving their meal.
- Employee meal discounts and coupons are considered cash and will be accounted for.
- Failure to follow employee discount procedure may result in loss of usage.

Overage & Shortages

- Cash reconciliation is allowed an over/short variance of \$3.00.
- Any variance greater than this allotment may result in written notice of cash violation.
- Continual variances over the allotment may result in loss of cashier assignment.

Paid Outs/Petty Cash

- Paid outs for use of petty cash.
- Petty cash usage must be approved by the store GM.

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Closing Cash Handling Procedures

- Verify Cash Register has the correct amount of money in the drawer. Practice counting the register drawer starting with pennies, then nickels, then dimes, then quarters, then dollar bills, etc. until you reach that float mark.
- Once you reach the amount mark you will take all the remaining cash that has not been counted yet and that will be your drop for the night.
- With the cash drop you will place all the remaining cash into an envelope that will be dated and signed by the employee responsible for the drop. While leaving the float inside the cash register drawer.
- Remove Cash drawer from the cash register and place it into the bottom part of the safe overnight. Morning manager will grab the drawer out of the safe in the morning to open the store.

I have read and understand these cash handling procedures. I understand that violation of these procedures may result in corrective action that may lead to termination of employment.

Employee Full Name: _____

Signature: _____ **Date:** _____