

## Cash Management

Controlling the revenue that comes into your restaurant and goes to the bank is the topic of this section. The basics to controlling your cash begin knowing the correct amount the customer owes, collecting the correct amount of money, and securing these funds until they are deposited.

The threats against your revenue collection can come from dishonest customers. That is why it is important that your employees know the procedures for collecting funds, and watching out for potential issues. But be aware that customers are not your only threat against your cash. Inside employees pose a greater threat. Employees can work individually or as a group, and it is your job to spot potential threats and to put in controls to deter these kinds of actions.

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### *Components of a Cash Management System*

#### **Charging the Customer**

To ensure there is no confusion by the guest to what is charged and owed follow these standards:

- Menus clearly state the correct prices, and guests are informed of any additional item prices prior to placing their order.
- Numbered guest's checks are printed legibly. Preferably by machine. One copy is given to the guest, and at least one copy retained by the restaurant.
- Menu items and number of menu items are clearly stated on the check.
- Guest checks clearly state whether tips or service charges have been included in the total.
- Check presented to guest prior to accepting payment.
- Give guest enough time to review the check prior to paying.
- Unresolved disputes should be addressed by management.

#### **Collecting the Funds**

There are three goals to collecting funds:

- Identify a trained employee to collect the money.
- Collect the correct amount of money.
- Properly record the transaction.

# Cafe Operations Manual Template

**IM Harris**



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