

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.

b) 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

Yan Bai



Cash Handling Policy Procedures Restaurant:

Food and Beverage Service (Skills and Techniques) Negi Jagmohan, Section I Basic Skills And Techniques Section II Demonstration Application And Exhibition 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 within the chapter and then listed at the end of each chapter with definitions The Everything Guide to Starting and Running a Restaurant Ronald Lee, 2011-11-18 It takes a lot more than top notch cooking skills to launch and run a successful eatery But if you're a hopeful chef or hungry entrepreneur looking to open the next hot spot you'll find everything you need in this accessible guide Written by veteran restaurant owner and manager Ronald Lee this guide offers solid advice on how to Secure financing and find the perfect site Develop an engaging marketing plan to build and keep a patron base Operate an offbeat site like a food truck or rotating restaurant Create an innovative and diverse menu Hire and manage wait kitchen and front end staff And much much more Complete with the latest thinking on industry trends and how to make a realistic and achievable business plan this practical resource will turn you into a restaurateur before you can say Bon appetit *Handbook of Loss Prevention and Crime Prevention* Lawrence J. Fennelly, 2012-03-15 The Handbook of Loss Prevention and Crime Prevention 5e is a trusted resource for physical security professionals students and candidates for the coveted Certified Protection Professional CPP certification administered by ASIS International The U S government recently announced that employees will have to obtain CPP certification to advance in their careers Edited by the security practitioner and author Lawrence Fennelly this handbook gathers in a single volume the key information on each topic from eminent subject matter experts Taken together this material offers a range of approaches for defining security problems and tools for designing solutions in a world increasingly

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West's Federal Supplement ,2000 Cases decided in the United States district courts United States Court of International Trade and rulings of the Judicial Panel on Multidistrict Litigation *A Layered Life* Gladys H. DeClouet,2025-09-16 A chorus of lessons learned hardships endured and joys experienced Life is lived in many layers where horror and joy coexist struggle and success reconcile and the good cannot be separated from the bad In her vulnerable memoir Gladys H DeClouet demonstrates how grit belief and love contribute to achieving success in the face of life s complexities A former senior executive who forged a path through the oil and restaurant industries Gladys shares a journey marked by resilience and bold leadership She recounts her professional and personal experiences from growing up in an environment where resources were scarce to becoming the first female engineer in offshore oil and gas exploration and production As a Black woman climbing the corporate ladder and leading multibillion dollar businesses in male dominated industries Gladys demonstrates the power of self belief and perseverance A Layered Life is an inspirational story of courage leadership and faith for anyone facing the difficulties that life will inevitably present regardless of your gender race or religious background It stands as a powerful testament to what s possible when determination meets opportunity The Management of People in Hotels, Restaurants, and Clubs Donald E. Lundberg,James P. Armatas,1980 The Sale and Purchase of Restaurants John M. Stefanelli,1990-03-22 A concise reference for food and beverage professionals who wish to sell or buy an existing foodservice operation Based on the author s many years of personal experience this detailed guide presents a wealth of information on valuation principles and procedures sales terms and conditions sales and purchase strategies Shows how the value of a foodservice is determined from both the seller s and the buyer s point of view It also discusses the techniques involved in finalizing a sale including buying and selling strategies closing procedures and

alternative methods of financing the purchase An appendix contains a case study illustrating the determination of an acceptable sales price from the seller s and the buyer s vantage points **Restaurants & Institutions** ,1987 **Aie School Store Operations** DECA, Inc,2004-04 Annotated Instructor s Edition including lesson plans and scheduling suggestions Jury Verdicts Weekly ,1997-10 **GAO Documents** United States. General Accounting Office,1980 Catalog of reports decisions and opinions testimonies and speeches *Franchise Offering Circular* ,2003 **Wage and Hour Cases** ,2008 Text of opinions of Federal and State Courts and administrative tribunals under statutes relating to minimum wages maximum hours overtime compensation child labor equal pay wage stabilization with tables of cases **Hospitality Law** ,2005 **Restaurant Marketing: Career Competencies in Marketing Series, Text-Workbook** Leonard Dupee White,1945 This competency based series is designed to give students a competitive advantage as they market themselves to potential employers Fulfillment of customers wants and needs at a fair profit is the focus of each text workbook

Restaurant Finance Monitor ,1996 **Management and Program Audit** Illinois. Office of the Auditor General,2004

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