



Store Cash Deposit Policy

FOCUS/POS Deposit Entry - to be completed by GM and or properly trained Shift Lead:

1. Upon close of store each day, count funds in safe and in register drawer(s) and utilizing the safe and register (S&R) checklist.
2. Fill out deposit slip with amount counted.
 - a. Store #'s must be included on every deposit slip, custom deposit slips should be used at all times:
 - i. Custom Deposit slips with all store level information pre-printed can be ordered by contacting AccountsPayable@chicago-scoops.com, the slips include business name, account #, store #, and store address.
 - ii. In the event, there are no Custom deposit slips and a generic slip must be used, all information above must be included on the slip, Accounting must be notified and an order for new deposit slips placed.
3. Enter the cash deposit into Focus. The amount entered in Focus needs to tie to the penny with cash on hand.
4. Run the daily sales report in Focus for Over/Short amounts. Any discrepancies >\$3 on the daily over/short should be reported immediately to your Supervisor and the Accounting department.
5. Place cash into a signed and sealed envelope with the business date written on the outside, and place into the safe.
6. GM is responsible for verifying deposit amounts, counting safe, and drawer change balances to ensure all cash is properly accounted for and recording in the S&R checklist. If GM is not the closing shift lead, this should be done at the beginning of their next shift. GM is responsible for ensuring all deposits are entered in Focus within 24 hrs. The S&R checklist should be maintained for all business days and kept in a binder at the store.

Bank Deposits:

7. Deposits are expected to be taken to the bank at minimum 3 times per week on normal banking days. Each business day's deposit should be done separately and tie to the penny with Focus deposits, do not consolidate multiple business days deposits into one bank deposit.
 - a. Monday – 3 Bank deposits should be made for Business days Friday – Sunday
 - b. Wednesday – 2 Bank deposits should be made for Business days Monday – Tuesday
 - c. Friday – 2 Bank deposits should be made for Business days Wednesday – Thursday
8. For our employee's safety, when cash leaves the store it is to be taken directly to the bank. No other stops or errands are to be made on the way to the bank even if related to company business such as

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a paid out run for groceries. Public transportation should not be taken, if transportation to and from the bank is an issue please contact your Supervisor so that arrangements can be made.

9. In the event of a discrepancy between the Focus deposit amount and bank deposit amount:
 - a. Contact your Supervisor and Accounting informing them of the discrepancy immediately and include corresponding business date, expected amount of deposit, and actual deposit.
 - b. Deposit amount entered in Focus needs to be amended to actual bank deposit amount. This should be completed with 24 hours.
10. Save ALL bank receipts and write the corresponding business date at the top of each receipt. Deposit slips should be attached to the corresponding day's activity in the S&R checklist and binder.

If you are contacted by Accounting regarding any deposit discrepancies, you are expected to respond back within 24 hours with requested documentation. If a sufficient response is not received, the discrepancy will be escalated to the CEO, COO, & CFO. If a sufficient response is still not received the deposit will be considered lost and further action will be taken which may include:

- Verbal Warning
- Written Warning
- Termination

If there are any issues or questions please refer to your Supervisor or contact Corporate Accounting:

AccountsPayable@Chicago-Scoops.com

(312) 767-2051

Appendix – Example of Safe and Register (S&R) Checklist

ACKNOWLEDGEMENT

I, _____, acknowledge receipt of Chicago Scoops' Cash Deposit Policy on this day, _____. I understand that it is my responsibility to read and comply with the rules contained in this policy and any revisions made to it by officials of Chicago Scoops.

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Apendix:

SAFE & REGISTER CHECKLIST

DATE: _____

SAFE CHECKLIST			
	MORNING SHIFT	MID SHIFT	NIGHT SHIFT
VERIFIED BY:			
CHANGE	AMOUNT	AMOUNT	AMOUNT
\$1			
\$0.25			
\$0.10			
\$0.05			
\$0.01			
BILLS \$\$\$			
TOTAL \$			

REGISTER CHECKLIST		
AM Manager sign:		
	REGISTER 1	REGISTER 2
Tender		
Short		
Over		
Beg. Bal.		
MID SHIFT Manager sign :		
	REGISTER 1	REGISTER 2
Tender		
Short		
Over		
Drop Amount		
PM SHIFT Manager sign:		
	REGISTER 1	REGISTER 2
Tender		
Short		
Over		
Drop Amount		

PAID OUTS		
AMOUNT	INITIALS	TIME

MID DROP amount+ Manager name	PM DROP amount + Manager name		NET CASH=total cash deposit+ Manager name

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