

CFI Inc. Cash Control Procedures

Cash Drawer Accountability

- A. Employee must verify loan in amount with manager (this is done in the office).
- B. Employee is responsible for all money going in and out of the register. No other person including managers is allowed to take orders or collect from this register. Employee is required to be within +/- \$5.00 when the drawer is reconciled.
- C. **TO CHANGE CASHIERS**
 - 1. Count the beginning balance in the new drawer and verify the new loan amount with the employee who is replacing the cashier on line (this is done in the office).
 - 2. **NEXT** take the new drawer up to the line.
 - 3. Change the cashier and enter in the new loan amount.
 - 4. Exchange drawers and take the old drawer along with the cashier to reconcile the drawer in the office. The amount of money in the drawer should be the “net cash owed” amount shown on the employee Checkout report. Both manager and crew person need to verify the amount of money that has been counted.
 - 5. **Cashier and manager need to sign the employee checkout receipt** verifying the money that was counted is accurate.
 - 6. This report will also itemize employee and manager meals, audits, open coupons, and gift cards redeemed and issued. Verify discounts match and are not excessive.
- D. **DISCREPANCIES**
 - 1. If there are any discrepancies with what you physically have and what the report indicates you have, then you need to document it with a write up form to go into the employee’s file and also documentation indicating the discrepancy to go into the daily paperwork envelope.
- F. Follow this procedure every time you change cashiers.