CASH HANDLING POLICY

[Organization Name] has implemented this policy to ensure the secure handling, recording, and reconciliation of cash transactions managed by employees of [Organization Name].

POLICY

The purpose of this policy is to outline the rules and guidelines employees must adhere to when handling cash for [Organization Name] to minimize the risk of errors, fraud, and theft associated with the handling of cash.

Employee Responsibilities   
  
All employees who handle cash for [Organization Name] are responsible for:

* Accurately processing cash transactions in accordance with the standard operating procedures of the [Organization Name] point of sale system.
* Verifying the authenticity of banknotes and coins to prevent counterfeit transactions.
* Performing a verification check before and after each shift to ensure all cash registers are balanced in accordance with company procedures and all cash transactions are accounted for.
* Compiling/delivering/preparing deposits for all additional cash upon the cash registers being balanced.
* Documenting each cash drop and deposit with details such as date, time, and amount.
* Ensuring another employee or a manager reviews all end-of-day/week reports related to cash transactions and deposits.
* Ensuring all cash registers, deposits, and the safe (if applicable) are secured prior to the end of each shift.
* FIlling out all documentation related to cash deposits, transactions, and registers accurately.
* Informing their manager/supervisor of any cash discrepancies promptly and with all known details documented.
* If cash deposits are to be picked up, ensuring proper documentation is maintained including the date/time of the pick up, the name and signature of the authorized individual performing the pick up, and the name and signature of the employee/manager responsible for overseeing the deposit pick up.
* Ensuring that access to the safe is restricted to authorized personnel only.
* Ensuring that the safe is securely locked when not in use.
* Safeguarding the combination or access keys to the safe (if applicable) and the cash register. Avoid sharing this information, and promptly reporting any suspected compromises to a supervisor or manager.
* In the event of an emergency, such as a security breach or attempted theft, adhering to all emergency procedures, including: sounding any alarm systems, alerting authorities, and prioritizing the safety of employees, visitors, and clients.

Employer Responsibilities

[Organization Name] (the “Employer”) is responsible for:

* Providing training and instruction to all employees involved in cash handling processes.
* Ensuring ongoing training to keep employees informed about any updates or changes to the procedures.
* Supervising and overseeing cash handling activities to monitor and manage the process.
* Ensuring that all employee questions and concerns are addressed prior to employees performing cash handling activities.
* Conducting regular reviews and audits to identify and address any issues related to the cash handling process promptly.
* Implementing and maintaining security measures and written safety protocols to safeguard cash and prevent unauthorized access.
* Establishing a written process for employees to report concerns or suspicions related to cash handling.
* Implementing a clear procedure for investigating reports of discrepancies, safety breaches, or potential theft.
* Addressing any violations of this policy or the cash handling protocol promptly through the appropriate disciplinary measures.
* Ensuring all employees who work alone are properly trained in cash handling procedures when working alone.
* Maintaining documentation regarding all cash handling procedures.
* Maintaining documentation regarding all employees who have access to cash registers, cash deposits, or the safe.