



Cash Control Audit
For Market Leaders

Restaurant:	Date:	Time:
Manager on Duty:	Title:	
Market Leader:		

Cash Log		
CASH CONTROL Cash +/- Guideline-.05%	Yes	No
Meeting or under guidelines		
Cashiers being allowed to count their tills prior to being allowed to operate their assigned register		
Skims taken by store management at least 4 times a day or every 2 hours in D/T)		
Cash registers locked or replaced when cashier is on break		
\$20.00 bills placed under till drawer		
Only assigned cashier allowed to work on assigned register		
Unused cash drawers locked or removed from registers		
Register spot checks performed to control cash +/- (1/manager's shift/one should be drive thru)		
Members of store management changing their register code on an ongoing basis		
Register drawer key not given to cashiers		
Cashiers call managers to make change for \$50 & \$100 bills		
TOTAL Deductions Guideline-1.25% of product net sales/ Average of \$1.50	Yes	No
Meeting or under guidelines		
List past 3 months % 1 2 3		
	Yes	No
Cashiers who exceed guidelines in dollar & number amounts are identified and documented		
CASH REFUND Guideline-0.25% of product net sales (i.e. Daily Sales of \$10,000 = under \$25.00)	Yes	No
Meeting or under guidelines		
Overrings signed by manager/cashier, reason listed		
Cash refunds signed by manager/cashier, reason listed, and signed by customer		
All POS cash refund/overring slips stored in daily store record		
List past 3 months % 1 2 3		
PROMO Guidelines-1.0% of Product Net Sales	Yes	No
Meeting or under guidelines		
Promo coupons being tracked by cashier		
Coupons = to promo ring-up		

Safe Control		
SAFE BACK-UP FUNDS Guideline-Correct assigned amount	Yes	No
Meeting or under guidelines:		
Actual counted dollars of safe back-up \$		
Safe back-up funds counted 3x/day and entered on Cash Envelope		
Safe never left on DAY-LOCK:		

Deposits & Restaurant Manager Verification		
DEPOSIT VALIDATION Guideline-Following policies below	Yes	No
Meeting guidelines (Taking deposits per day to bank)		
Manager takes overnight deposits to bank by 11:00AM		
Manager validates deposit tickets on a daily basis & signs on Cash Envelope format within 5 Banking Days		
Only one deposit in the safe-Locked		

Safety & Security

SECURITY EQUIPMENT Guidelines-Following Procedures Below	Yes	No
Meeting or under guidelines		
CCTV: Cameras, monitor, DVR functioning properly		
DOOR ALARM: Working properly		
Trash- Not taken out back door after dark and never after close		

CASH AUDIT RESULTS

Cash +/- guideline for is .05%/month.

If results of initial cash audit completed is over .05% the action plan must be completed and followed by the management team. If the cash +/- for the next month is over .05% again then a follow-up cash audit will be completed with a copy being sent to the Market Leader and Ken.

ACTION PLAN

[illegible]