



Cash Handling Policy

1. Purpose

To establish clear procedures for the handling, storage, reconciliation, and deposit of cash to prevent loss, theft, and errors. This policy ensures accountability and protects both employees and the business.

2. Scope

This policy applies to all employees involved in cash handling at the restaurant, including cashiers, shift supervisors, managers, and any staff who access registers or the safe.

3. General Guidelines

- **Only authorized employees** may handle cash.
- All cash must be handled with honesty, accuracy, and care.
- Any discrepancies must be reported immediately to a supervisor or manager.

4. Cash Drawer Procedures

- Each cashier is assigned their **own drawer** at the start of the shift.
- Starting cash (cash float) must be counted and verified by both the cashier and the supervisor.
- The standard **float amount is \$_____**.
- No personal money or tips is allowed in the drawer.
- At no time should the drawer exceed **\$200**, excess must be skimmed and dropped into the safe. Write the skimmed amount in the cash sheet for the day.
- Skimming should be done every 2 hours, enter zero in the cashsheet if no big bills are in the till for skimming.

5. Cash Handling During Shift

- All sales must be rung through the POS system immediately.
- All transactions must generate a receipt for the customer.
- Employees must not open the drawer without a sale or authorized function.
- Cashiers should never share registers. During breaks close the till or count the register and reset to float amount, and after break you can login in the other till but the same register.
- Managers should perform regular surprise audits.
- All \$50 & \$100 bills should be double checked by the MOD and will go directly in the safe. At the receiving of these bills please call MOD for change.
- During the Graveyard shifts, we do not accept \$50 & \$100 bills, if a certified shift leader is present then follow the same as above.

6. Cash Drops and Safe Handling

- Mid-shift cash drops should be performed when the drawer exceeds the allowed limit.
- Cash drops must be:
 - Counted by the cashier
 - Verified by the manager
 - Logged in the **Cash Sheet**

7. End-of-Shift Procedures

- Cashiers must count their drawer at shift end with a manager present.
- Any overages/shortages must be logged and signed by both the cashier and manager in the cashsheet.



- Cashiers are responsible for shortages over **\$5**, which may lead to disciplinary action if repeated.
- The drawer must be balanced and must be reset to float amount or for the closing store returned to the safe.

8. Deposits and Banking

- Only managers or authorized personnel may prepare and make bank deposits.
- All deposits must be:
 - Counted and verified by two employees
 - Logged in the Bank **Deposit Log and Clearview Banking information**
- Deposits should be made **daily at the end of each business day**, depending on volume.
- Deposit receipts must be kept on file with the Bank Deposit log.

9. Security Measures

- The safe must remain locked at all times.
- The safe combination should be known only by authorized managers.
- Do not count money in public view.
- Transport money discreetly and securely.
- Cash transport to the bank should be varied in time and route when possible.

10. Loss Prevention and Investigations

- Any suspected theft or fraud must be reported to management immediately.
- All discrepancies will be investigated.
- Disciplinary actions, up to and including termination and legal prosecution, will be taken for theft or fraud.

11. Acknowledgment

All employees must sign the **Cash Handling Policy Acknowledgment Form** indicating they have read, understood, and agreed to abide by this policy.

Employee Name	Employee Signature
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