



Franchisee Cash Accountability Policy and Procedures

Store # _____

Every employee will comply with our cash accountability policies and procedures. All employees will be held accountable for cash variations that occur on their shift.

- Each employee will be assigned to a specific register. It is mandatory that only the employee assigned to a specific register operate that register. Employees may not operate another register without completing a shift change.
- Each transaction must be fully completed before the next customer is served. This includes subtotalling, receiving payment, issuing the customer's change and receipt, placing the money in the drawer/safe, and closing the drawer. Each sale, regardless of size, must be treated separately and not grouped into a single register recording. Proper control of cash and inventory is critical to the success of you and this store.
- I understand that maintaining a safe level of cash is necessary for the safety and security of all store employees. Therefore, the following cash levels are to be maintained in this store:
 - \$ _____ Maximum in bills during daylight hours
 - \$ _____ Maximum in bills after dark
- Every employee will sign on the P.O.S. register using a code assigned only to you. If you leave your register at any time you will need to sign off the P.O.S. register.
- When you are designated as the "banker" you will be accountable for your register and the safe. If you plan on leaving the sales area for any reason you must sign off the P.O.S. register and turn the safe off. At the time you return to the sales area you will need to log back on.
- When completing a shift change it is mandatory that you double verify funds in the register and safe with the incoming employee.
- After the completing of shift change, it is mandatory to calculate your cash variation. This will be verified the next day when the paperwork is completed. The goal on each shift should be zero cash variation. It will be considered a performance issue for any variation +/- \$ _____, or any trend of variation in any amount.

I have read the cash accountability policies and procedures and I fully understand my responsibilities in providing accurate cash accountability. I further understand that if I do not comply with these policies and procedures then I will be subject to disciplinary action up to and including separation.

_____	_____
Franchisee Employee Signature	Franchisee Signature
_____	_____
Franchisee Employee Name (Printed)	Franchisee Name (Printed)
_____	_____
Date	Date