

CASH HANDLING POLICIES AND PROCEDURE

CASH HANDLING

- Cash must always be locked in the safe(s) or in the cash register during business hours. NEVER leave cash unattended when counting cash for a deposit or count the petty cash/change drawer fund.
- At no time should restaurant funds leave the restaurant premise, unless restaurant management is making a bank deposit or an approved restaurant-related paid out. This will have a POS Paid-out receipt that will be attached to the deposit slip.
- Cash counts must be conducted at open, shift changes, and close.
- Each transaction must be rung up individually and accurately at the time of the sale. Cash must be counted back out loud to the customer.
- Restaurants are not allowed to accept personal checks from customers for any amount.
- Don't let other people use your register. If this happens, you must report this to the manger on duty, RGM, Area Coach, HR.
- Under no circumstances should the petty cash/change drawer be shorted in order to make up a shortage in a deposit or in a cash register drawer.
- Do not try to hide cash shortages. Do not falsify any "Company" paperwork
- For any daily overage/shortages totaling \$2.00 an email must be sent to home office by 10:00 a.m. the morning after explaining the overage/shortage.
- Never cash paychecks or personal checks at the restaurant.
- Manipulation of company funds and inventory are prohibited and will be

PERSONAL CONSIDERATIONS

- Borrowing money from the petty cash funds is in violation of Company cash handling policies.
- Cashing personal checks or payroll checks for either employees or customers is in violation of Company cash handling policies and is not permitted.
- Personal use of credit cards, except for food purchases, is not permitted.

SAFE / ALARMS

- Safe combinations, codes, and keys should be restricted to Management Team and Area Coaches.
- Safe key pin #' must be changed each time a person with access to the safe leaves.
- NEVER leave a safe on day lock.
- Alarm systems are to be tested monthly.
- Each manager must have their own alarm code.
- AC is responsible for changing codes whenever a manager leaves.
- Any excess funds of more than **\$150.00** must be kept in time delay safe lock.

DEPOSITS

- On-duty Managers are responsible for making bank deposits on a daily basis. If the restaurant has a drive thru, the deposit should be passed out the window to the manager and upon bringing the change back, you must pass it to the drive thru window.
- Once-a-day banking deposits must be completed prior to opening in

grounds for disciplinary action up to and including termination.

restaurants with time lock safe and prior to opening and before dark in restaurants with day lock safes.

- All stores must use clear plastic disposable deposit bags for all deposits. All deposits must be recorded on the weekly deposit log. No one is allowed to make any stop to and from the bank.

I acknowledge that I have read and understand the **RTL Foods, LP** Cash Handling Policies and Procedures. I also understand that I will be subject to these policies and procedures and that a breach of these policies and procedures may result in Corrective Action, up to and including termination of my employment.

Date: _____

Store #: _____

Team Member's Name (Print)

Trainer's Name (Print)

Signature of Team Member

Signature of Trainer

ACs and RGMs, please continue:

I have reviewed the **RTL Foods, LP** Cash Handling Policies and Procedures with all my current employees and will also review these policies and procedures with all my newly hired employees.

Date: _____

Store #: _____

Name of AC/RGM (Print) Signature of AC/RGM