



# MANAGER CASH HANDLING POLICY

## Management Responsibility

- General Managers, Assistant Managers, and Shift Leaders are responsible for complying with ColCal Manager Cash Handling Policy as well as the Cash Control Procedures and Cash Security Policies located in the Answer System.
- Any violation of the Manager Cash Handling Policy, Cash Control Procedures, or Cash Security Policy will result in an investigation and disciplinary action up to and including dismissal. All disciplinary action will be based on investigation results.

## Operating Fund Safe Policy

- Only the acting MIC will be allowed access to the operating fund safe. GM and other managers will not be granted access to the safe unless they are the acting MIC.
- The operating fund must be verified at the beginning of each shift. At shift change, the operating fund must be verified by both the outgoing and incoming MIC. If the operating fund is over or short corrections must be made per the Shift Accountability Safe Audit Procedures in eRestaurant.
- IOU's are not permitted for any reason.
- MIC's should stock registers with coin and bills prior to and post rush, as well as, prior to safe lock out during evening shifts.

## Making Change

- When making change the MIC will accept the bill from the cashier then count it and retrieve the necessary change from the safe. The MIC will then count the change back to the cashier.
- The MIC may also make change from another cashier using the steps listed above.
- Service champions may make change between drawers with management supervision.

## Team Member, Manager, and ARL Discounts

- All discount receipts must be signed by the manager granting the discount as well as the receiver of the discount. Discount receipts should then be maintained in the Service Champion's drawer.

## MIC and Service Champion

- MIC may not access a Service Champion's cash drawer or drop box without the Service Champion present.
- At the time of a Service Champion's meal or rest break the cash drawer must be placed in a locked bag and placed in the safe. The key to the locked bag must remain with the Service Champion.

### **Opening MIC Responsibilities**

- Each opening MIC will verify that the closing Loomis Safe tape matches the deposit amount listed on the Daily Business Summary (DBS) and attaches the closing tape to the DBS.
- Each opening MIC will also verify that the credit card settlement tape matches the credit card sales amount listed on the DBS and attaches said settlement tape to the DBS.
- MIC will notify the RGM if there are any discrepancies in the Loomis Safe tape or the credit card settlement tape and the DBS greater than \$5.00. MIC will notify the Area coach of any discrepancies greater than \$20.00.

### **Accepting \$50.00 and \$100.00 Bills**

- If the Service Champion does not have enough funds to break the bill in their drop box, they will take it to the MIC to break the bill from the operating fund in the safe. The Service Champion may also make change from another drawer with management supervision only. In both cases the MIC will verify the bill looking for all signs of counterfeit prior to breaking the bill.

### **Settlement and Reconciliation of Cash Drawer**

- MIC is required to verify the cash drawer amount after Service Champion has counted it back down to the base operating amount of \$75 and some currency.
- MIC will “sell back” any \$1s and \$5s from the operating fund in the safe prior to Service Champion making the deposit into the Loomis Safe.
- MIC is responsible for settling the cashier in Shift Accountability using the shift report from the Loomis Safe, any coupons, or promos and discounts.
- MIC will attach all receipts and drawer reports to the cashier settlement and both MIC and Service Champion will sign.

### **Change Order Policy**

- Opening MIC is required to verify the operating fund then deposit the change order amount into the Loomis Safe the day of delivery. Receipt from the Loomis Safe confirming the change order deposit must be attached to the daily paperwork.
- Upon delivery of the change order the receiving MIC is required to verify the funds were deposited for the change order by checking the change order receipt attached to daily paperwork. MIC must also verify the amount of the change order delivered by Loomis prior to placing it in the operating fund in the safe.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_