

|  |
| --- |
| Cash Handling Policy |
| Purpose: To ensure control and safekeeping of business cash assets. |
| * A safe should be used to store all cash. Even small amounts of cash (petty cash) and cash register drawers should be secured and under lock and key. * Safes should only be opened with two people present. * The person with the combination to the safe should not be one of the people involved in handling the cash in the safe. * There should be two people present whenever cash is transported from one location to another. * There should be a cash count sheet which documents:   + Names of people removing cash from safe   + Date/time cash is removed from safe   + Date/time cash is returned to safe   + Cash breakdown - coins, bills, checks, credit card slips   + Two signature lines for people signing cash * When cash bags are removed from the safe, it should be counted by two people and both people should sign the cash count sheet acknowledging that the recorded amount of cash was in the bag. * When cash is handed off to the next person, the person accepting the cash should count the cash before accepting it and keep the signed copy of the cash record with the cash. * When cash is returned to the safe, it should again be double counted and the cash count sheet should be signed by both parties. * Bank deposit slips should match the cash sheets. * Records should be kept on all cash handling deposits. |
| Policy written: May, 10, 20XX  Policy updated: July 8, 20XX |