Cash Handling Policies and Procedures

As a cashier at the Hotel you have been issued a bank for use in the performance of your job. You are responsible for the proper handling of that bank and all cash transactions. You will be responsible to read and sign a “Cash Handling Policy Statement”. The signed statements will be retained in your personnel file.

As a cashier, you are required to properly post all cash/credit card transactions and to be sure that your cash bank has the correct ending balance. In addition, your cash drop must balance to your end of day audit report. Each day a variance report is prepared by management distributed to the General Manager, Rooms Division Manager and Food & Beverage Manager. You are responsible for any discrepancy +/-$25.00 or more. Excessive and/or repeated variances indicate that there is a misunderstanding of proper cash handling. If you are having difficulty with daily cash transactions, it is your responsibility to contact your Supervisor for clarification. Frequent variances (defined as three within a month) may result in disciplinary action. The Hotel has established the following standards for disciplinary action related to cash handling:

A. Verbal discussion and re-training in cash handling procedures for the first variance.
B. Written warning and/or suspension for the second variance.
C. Termination for the third variance
D. Termination for any one (1) unexplained* cash, check and/or credit card discrepancy in excess of $100.00.

*An unexplained cash discrepancy is defined as any variance which is not corrected within 48 hours of occurrence.
*An unexplained check or credit card discrepancy is defined as any rejected check or credit card due to cashier negligence.

The following defines “excessive and/or repeated variances” subject to disciplinary action:

Three (3) cash or credit card discrepancies +/-$25.00 or more during a period of thirty (30) consecutive calendar days.
$50.00 of accumulated cash, check and/or credit card discrepancies during a period of thirty (30) consecutive calendar days.
Accumulated cash, check and/or credit discrepancies in excess of $100.00 within a period of three (3) consecutive calendar months.
Your responsibilities for your bank are listed below. Note that your bank is subject to unannounced audits at the discretion of the Hotel Management and any variance in the bank count may result in disciplinary action.

- Your bank will always be kept at the dollar amount issued.
- Your bank money is to be used only for Hotel purposes.
- Your bank will be locked in your cash drawer while on duty.
- You are the only person to work out of your bank.
- You are responsible to keep your bank stocked with change.
- Your bank will be secured in your assigned safety deposit box while not in use.

Variances detected during routine bank audits and lost/missing drop envelopes will be deemed extremely serious and disciplinary action instituted may include suspension and/or termination.

Cash Handling Policy Statement Receipt

By my signature below, I acknowledge receipt of the Hotel Cash Handling Policy and Procedure.

I have had these policies and procedures explained to me and I understand the disciplinary action that will result should any of the policies or procedures relating to cash handling be violated.

I understand that the Hotel views any loss of company funds as a very serious matter. Therefore, any loss of company funds on my part may constitute grounds for disciplinary action leading up to and/or including termination.

Signature: ____________________________ Date ______________

Print Name: _____________________________________________________