

Sample: Cash Drawer Handling Procedures

Cashier:

1. Count the beginning cash for your drawer – it should be \$xxx. **NEVER SKIP COUNTING YOUR TILL!**
2. Advise management of any overages or shortages.
3. Check to make sure you have the correct amount of \$20's, \$10's, \$5's, and \$1's, as well as sufficient coins to make change. Inform the bookkeeper or management if you do not.
4. Throughout your shift, be careful to note cash denominations given to you and to make correct change. Try not to lose your focus in the few seconds it takes to take the cash from the customer and return change.
5. Save all voided transactions for management to review.
6. Balance your cash drawer at the end of your shift.

How to balance the cash drawer:

1. Find a safe area to count. Remove the cash drawer from the register and take it to the back of the house, or to a safe and secluded area, to count.
2. Count the \$xxx bank out and put in drawer, then count the remaining cash. This includes all bills and coins. Use a cash drawer check-out sheet to keep track of these amounts. Be sure to also account for all checks.
3. Analyze your totals. Compare the total amount that was personally counted with the total amount that was calculated by the POS reports or register receipts. These amounts should be the same.
4. Check for discrepancies. Overages or shortages less than a dollar are acceptable, anything more should be looked for by recounting the bank and reviewing transactions. Advise management of discrepancies.
5. Place all cash in a deposit envelope. Include the cash drawer check-out sheet and attach any receipts, credit card slips, voids, and tax exempt forms to the sheet. Place everything in the deposit envelope and drop it into the safe to be deposited the following day.

Defining Cash Discrepancies

Cash Overages: If the counted money is more than the amount reported by the POS or receipts, it is known as an overage. Overages are considered worse than shortages, as it typically means that a customer did not receive his or her full change.

Cash Shortage: If the counted money is less than it should be according to the POS or receipts, it is known as a shortage. Shortages indicate that too much change was given back to a customer or that money was misplaced or stolen.

Good Businesses Keep Good Books