



## 7.4 Cash Handling Policy

### Intent

This policy is intended to communicate cash-handling and management procedures.

### Scope

This policy applies to the employer and its employees, specifically those responsible for the collection and storage of funds received by the company.

Unionized employees shall adhere to their current Collective Agreement for policies governing cash handling and storage. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

### Guidelines

The employer has developed and implemented the following cash handling and cash management guidelines to prevent the mishandling of funds and to mitigate against loss associated with the mishandling of such funds.

Employees are expected to strictly adhere to the following guidelines:

1. At no point, may cash/funds be left unattended. This measure has been adopted to avoid the potential for theft or robbery.
2. Access to cash storage devices must be limited to authorized personnel only, including cashiers, management and department heads.
3. All cash is to be reported at the close of business and accounted for through a balanced report of sales; cash is to be deposited into an appropriate storage device, e.g. register, safe or lock-box with a witness present.
4. Delivery of cash to the bank shall be performed by a designated employee from the accounting department or executive management team.

### Cash Collection Points

1. All cash collected must be received using an appropriate device such as a cash register, and a receipt must be generated. This measure has been adopted to ensure that all transactions are properly recorded, and documentation is created.
2. All cash received and counted at the close of business must balance with the records indicated by the registers.
3. Prior to the delivery of cash for deposit at the bank, a deposit slip must be created stating the total amounts.
4. Coins must be rolled for the purposes of bank deposits.
5. Where required, cash collection points will be provided with a float to ensure that transactions may be completed efficiently, and change may be made appropriately.



### **Petty Cash Funds**

1. Any request for petty cash funds must be made by submitting the completed and approved petty cash form to the designated person. The request must state the reason for the request, the posting code and the amount required.
2. Petty cash funds are to be managed by the designated representative at each property. All petty cash funds will be kept in a secure location under lock and key.
3. Petty cash shall not be used for the purposes of any form of loan or salary advance.
4. Petty cash requests shall not exceed \$100. For funding requests in excess of \$100.00, please forward your request to the general manager.