

Cash Recognition Checklist

CHECKLIST – RECONCILIATION PROCEDURE

All collected cash is reconciled daily with supporting documentation including cash receipts, cash register or EFTPOS print outs.

At the end of each day, all staff members are responsible for balancing and reconciling cash takings.

Total cash received or funds received via EFTPOS is to be documented and signed by the relevant staff member and checked and signed by a supervisor.

A reconciliation sheet must be attached to the cash receipts, cash register or EFTPOS print outs.

The reconciliation form must be signed by the employee doing the count and cross-checked and signed by a supervisor.

The supervisor must ensure that all reconciliation sheets are kept in a secure location for reviewing or audit.

All cash must be placed in a secure cash envelope and should be placed in a safe or a lockable drawer with controlled access.

CHECKLIST – CASH DISCREPANCY

Re-count the cash

Check the cash drawer/till to see if any funds have been missed or stuck in the cash drawer.

Check to see if the float that it is correct.

Check the work area, including bins, to see if any cash has been accidentally dropped;

Review the EFTPOS totals to determine whether EFTPOS transaction are correct.

CHECKLIST – CASH DISCREPANCY

(continued)

Scan through any paperwork to ensure that no cash has been mixed up with the it.

Review all transaction lists for any unusual transactions such as duplication of transactions.

Cash discrepancies must be recorded on the reconciliation sheet on the end of day reports and authorised by the employee's supervisor.

The supervisor must sign and verify that the above checklist has been performed.

CHECKLIST – VOIDS, REFUNDS AND 'NO-SALE' TRANSACTIONS

All refund, void or 'no-sale' transaction and the reasons must be recorded on a daily register and attached to the reconciliation sheet.

All refund is to be processed to the customers' credit card that it was purchased from and should only be provided in cash, where cash was used.

If there are instance of suspected fraud or theft refer to the fraud policy guidelines

If you would like to speak to someone about risk management for your Opportunity Shop email us at info@ansvarrisk.com.au

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