

## **Risk Controls for Handling Product and Cash**

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**Purpose**                    *To ensure that cash and product is handled accurately and that safeguards are in place.*

**Policy Statement**                    *All employees at the Depot have responsibilities and are accountable for the accurate handling of product and cash.*

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The Manager and designated employee have the authority to ensure procedures are followed and will provide follow up to employees for the procedures listed below:

### Daily Assignment of Work Station

Employees will be assigned a work station daily. Employees will have their own code and will **only** use this code for transactions at their work station. **Only** Accounting, your Supervisor and you will know this code. As the assigned code is for your protection, do not tell others your code.

Other employees **may not** use your daily assigned work station. If you see someone start to use your station, you have the right to tell them not to use your station.

You are responsible for the daily maintenance of your work station area and must keep it clean and stocked with the necessary supplies and containers. It will be left ready for next day use at the end of each day.

At the beginning and end of each day, you must sign on and off your daily assigned work station.

### Customer Tally Sheets

All drop off orders and/or Bottle Drive collections must have a final tally sheet that is SIGNED AND DATED by the employee responsible for the final count.

The employee gives the completed tally sheet to the Manager/designated employee for the handling.

The Manager/designated employee will:

1. If the customer is to receive a cheque for payment, enter the amount in the cash register (on account) and forward the tally sheet and receipt to Accounting for processing the payment.
2. If the customer is to receive cash for payment, the tally sheet is kept in a secure location until the customer is on the premises for payment.

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### **Cash Register**

**Only** the Manager and designated employee will have access to the cash register and will pay each customer after entering the chit the customer has been given at the work station. They will assign a designate when they are on a break period. At these times **only** the designate will have access to the cash register and pay the customer.

The Manager and designated employee are responsible for logging in and out and for maintaining security of the cash register.

### **End of Day Procedures for Accounting**

At the end of the day, the Manager and designated employee will handle the final procedures for counting cash and preparing the report and paperwork for Accounting. The final paperwork to be forwarded at the end of the day includes: the daily cash out sheet, the financial transaction summary, the order report, the deposit slip, the customer tally sheets that have been paid out, the work station chits, the cash register receipts, and the R-Bills from ABCRC and BDL.

The donation boxes will be emptied daily and forwarded to Accounting for handling.

All of the above will be brought to the Administration office for forwarding to Accounting.

### **Inventory**

The Manager/designated employee will complete an inventory at the beginning and end of their weekly shift, and forward the inventory report to Accounting.