

17.30 Cash Fund Security

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to follow established cash security controls at its retail stores.

Procedure:

- The Director of Retail determines the working cash fund for each store. The working cash fund may be increased or decreased upon the request of the Director of Retail and approval by the Director of Finance.
- Security of the cash fund is the responsibility of the store manager and Director of Retail.
- Only the store manager, assistant manager, and an authorized staff member(s) shall have access to the safe.
- The store safe must be locked and never left on day-lock.
- Office doors must be locked at all times when not occupied by the acting manager.
- Register cash shall be verified by the cashier before each use.
- Each register shall carry working cash in an amount to be determined by the Director of Retail
- Excess cash should be purged from cash registers whenever possible and deposited to the store safe. Any large bills shall be included in the safe deposit.
- Unattended registers must be locked; keys shall be in the possession of the cashier at all times.