

17.31 Cash Audits

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to conduct retail store cash audits.

Procedure:

At any time and without prior notice all Goodwill store cashiers, assistant managers, and shift managers are subject to cashier and safe audits. The Director of Retail, Retail Coordinators, Finance Department, CEO/President, Compliance Auditor, Director of Corporate Compliance, or other designated administrative staff is authorized to conduct cash audits. The auditor will document the audit process on either a Cashier Sheet or a Safe Balance Sheet.

Cashier Audit Process:

- The auditor will close out the register and obtain a transaction reading
- Register cash will be counted under dual control and reconciled. Discrepancies must be noted on the cashier sheet.
- Charge and check totals will be reconciled. Discrepancies must be noted on the cashier sheet.
- Discrepancies of \$5.00 or more will be reported to the Retail Coordinator
- Register tapes will be audited to ensure employee purchases are in accordance with Policy & Procedures 17.25, *Retail Employee Shopping Policy* and 17.26, *Employee Discount*.
- The cashier, manager in charge and auditor will sign the Cashier Sheet.
- The Director of Retail will retain all audit documentation.

Safe funds shall be audited under dual control using a Safe Balance Sheet. Totals shall be reconciled to the previous Safe Balance Sheet. Discrepancies over \$5.00 must be reported to the Retail Coordinator. The auditor and the manager shall sign the Safe Balance Sheet.