# Cash Handling Process

**We’re making a few changes on handling your store’s cash.***

- All deposits will now be completed in the Deposit Tracking System (DTS) in the **evening** after the store closes.
- You will need **two signatures** to verify the amounts in the till and to create deposits.
- You are required to use the TellerMate machine for all cash counting.

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**Step 1: Count down the tills**

- Lock store doors and move tills and cash to the back room.
- One employee must count the total currency for each till on the TellerMate cash counter and one employee **must** observe the count.
- Print a TellerMate receipt for each till and write the register number on each receipt.
- The employee who counted and the employee who observed must both sign the TellerMate receipt.

**Step 2: Close down the tills**

- Take the TellerMate receipt from each till out to the sales floor.
- Reference the TellerMate receipt when closing each till in POS.
- If the total cash amount counted for that till does not balance when closing out POS, re-count that till again to validate the amount.
- An incident report should be filed if cash is short and an employee is suspected.

**Step 3: Balance the opening till fund**

- Set aside $150 from EACH till’s deposit for the opening till fund. One employee will count the $150 for each till on the TellerMate and one employee must observe the count.
- Print the TellerMate receipt. The employees who counted and observed must both sign the TellerMate receipt.
- Place the opening till fund and signed TellerMate receipt back in the till or coin bag and store in the bottom half of the safe.

**Step 4: Create the deposit**

- Close out the store in POS. Consolidate the cash from each till’s deposit.
- One employee will count the deposit on the TellerMate, the other will observe. Both must sign the receipt.
- Create a deposit in the Deposit Tracking System (DTS) website.
- Place funds and all necessary paper work in the deposit bag, seal it, and place it in the top half of the store safe each evening.

**Step 5: Opening the store**

- Open the store in POS. Print out the TellerMate receipt. The employees who counted and observed will both sign the TellerMate receipt.
- If a till’s opening fund is more or less than $150, open the deposit bag and recount the deposit, attempting to resolve the discrepancy. Only open the deposit bag if two employees are present. Delete the deposit in DTS and recreate the deposit. For more information, follow the cash handling process in T-Community > Sales > Store Ops and Procedures > Cash Handling.
- An incident report should be filed if cash is short and an employee is suspected.

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*Failure to follow these policies can lead to disciplinary action up to and including termination.*