



## GENERAL MANAGER CASH CONTROL POLICIES AND PROCEDURES

### RESTAURANT PROCEDURES

- ★ Start cash site to be determined. Must be kept in a secure place; preferably in a safe.
- ★ All employees should have their own assigned POS employee number. This will allow for better tracking of errors and tip allotment.
- ★ The first shift employee should close out the drawer and put cash deposit, credit card receipts, and all daily tickets into the safe.
- ★ Second shift will then open a new cash drawer.
- ★ Be sure that all credit card and member charge receipts are signed.
- ★ When the day is complete, the last employee should close out the drawer and put cash deposit, credit card receipts, and all daily tickets into the safe.
- ★ The safe should be easily accessible by all employees.
- ★ The safe combination should only be known to Accountant and Department Heads.

### BEVERAGE CART PROCEDURES

- ★ Start cash site to be determined. Must be kept in a secure place; preferably in a safe.
- ★ Each beverage cart employee should have his or her own assigned POS employee number. This will allow for tracking of errors and tip allotment.
- ★ Beverage cart employee will ring in all cash and credit card receipts on the same day as sale upon completion of shift.
- ★ When the day is complete, the beverage cart employee should close out their specific drawer and put cash, credit card receipts, and all daily tickets into the safe.
- ★ The safe should be easily accessible by all employees.
- ★ The safe combination should only be known to the accountant and department heads.
- ★ When customer makes a credit card purchase on the course, the beverage cart employee will take the credit card from the customer and start a tab. All credit card purchases must be closed out by the customer in the restaurant. The credit card will be returned upon signing of receipt.

## GOLF SHOP PROCEDURES

- ★ Start cash site to be determined. Must be kept in a secure place; preferably in a safe.
- ★ All employees should have their own assigned POS employee number. This will allow for better tracking of errors.
- ★ The first shift employee should close out the drawer and put cash deposit, credit card receipts, and all daily tickets into the safe.
- ★ Second shift will then open a new cash drawer.
- ★ Be sure that all credit card and member charge receipts are signed.
- ★ When the day is complete, the last employee should close out the drawer and put cash deposit, credit card receipts, and all daily tickets into the safe.
- ★ The safe should be easily accessible by all employees.
- ★ The safe combination should only be known to Accountant and Department Heads.

## GOLF OUTING AND BANQUET PROCEDURES - PRIOR TO EVENT

- ★ Contract to be given to client with all pricing details and event details.
- ★ Contract should state that payment is due on day of event.
- ★ Customer must return a signed contract with deposit.
- ★ Place all outing and banquet contracts in a file folder.
- ★ An account should be opened within the POS for the golf outing or banquet.
- ★ Accept event deposit into specific outing or banquet account. You will see credit balance in the specific outing or banquet account.
- ★ Make a copy of the check and put into outing or banquet account file folder.
- ★ Be sure to give outing deposit (check or credit card payment) to Accountant for bank deposit.

## GOLF OUTING AND BANQUET PROCEDURES - DAY OF EVENT

- ★ On day of event, charge all event purchases onto specific outing or banquet account.
- ★ Check final balance. Be sure that all charges are accurate and that event deposit was taken into consideration.
- ★ Give the invoice to the Event Coordinator on day of event.
- ★ Payment should be made, in full, on the day of the event.
- ★ If payment is not made in full, require that payment be made, in full, within 30 days of the event. An interest charge of 3% will be added if not paid by 30 days.
- ★ When payment is made, apply it towards the specific outing or banquet account.
- ★ Make sure that the specific outing or banquet account has a \$0 balance.
- ★ Give the Event Coordinator a copy of the final invoice and receipt of payment for their records.
- ★ Keep a copy of the final invoice and receipt of payment in the specific outing or banquet account for future records.

## CHANGE FUND

- ★ Should be located in the club safe.
- ★ Access should only be given to the Accountant and Department Heads.
- ★ \$500 in coin, \$1, \$5, \$10, and \$20 should be kept in the change fund.
- ★ The change fund should be checked twice a week, with a replenishment occurring on Thursday of each week.
- ★ Change for the staff should be made by their Department Head or a Department Head.
- ★ The change fund should not be used for petty cash purchases.
- ★ Be sure to change the safe combination after any Department Head or Accountant is no longer employed.

## DEPOSITS/BANK DROP OFF

- ★ Deposits must be made daily. There are exceptions (weekends and holidays).
- ★ Deposit tickets are to be made by Accountant or General Manager.
- ★ All daily receipts and POS closing reports should be kept in a manila folder with date written for future reference.
- ★ At month's end, all manila folders should be boxed in a safe place for future reference.

## SIGNING ALL MEMBER TICKETS

- ★ In all departments, all credit card and member receipts should be signed.
- ★ There will be a few exceptions (member tournaments or member functions). With that, please keep an accurate RSVP list for future reference.