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|  | RESOURCE LIBRARY – ACCOUNTING Foreign Currency Exchange | <i>CODE:</i> 05.01.015 |
| | | <i>EDITION:</i> 1 |
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Objective 目的

To establish Foreign Exchange guidelines and accountability
 确立外币兑换的指导原则及责任

Policy 程序

- All cashiers should issue a Foreign Exchange Memo to each guest who intends to sell foreign currencies to the hotel. The cashier concerned should refer to the BOC Daily Foreign Exchange Report or ask for the approval of Bank of China directly when a hotel guest interest to sell the foreign currency not listed on the Foreign Exchange Board, if the General Cashier is off.
 任一客人与酒店兑换外币时，收银员必须出具外币兑换单。如果总出纳休息时，有客人想兑换外币兑换牌价外的外币，相关收银员必须参考中国银行每日外币兑换报表或直接获取中国银行的批准。
- The Cashier should be assigned for each shift to be responsible for controlling the money change float. He/She should keep the money always under lock and key.
 收银员每班次负责管理外币兑换牌价表。他/她应随时保证钱柜是上锁的并保管钥匙
- The cashier in charge of the money change should be responsible for ensuring all the foreign currencies received by the other cashiers returned to her by means of checking against the Foreign Exchange Memo before the end of the shift. He/She should sign all Memos after checking them.
 下班时，负责外币兑换的收银员应确保从其他收银员中收到的所有外币均有外币兑换单并依照外币兑换单进行检查，他/她应于检查后在所有兑换单上签字确认
- The cashier in charge should prepare a Foreign Exchange Summary for the shift.
 当班收银员应编制本班次的外币兑换汇总报表
- The Supervisor on duty should ensure that the above mentioned procedures are carried out properly at the end of the shift, The Supervisor should check the money change float, counter sign all Foreign Exchange Memos and all foreign currencies before placing the money change envelope into safety box with the summary
 下班时，当班主管应确保以上操作程序的正确执行，主管应检查外币兑换牌价表、审核并在外币兑换单上签字，并于投款前检查依照汇总表检查所有外币
- General Cashier should check all money change envelopes the next day to ensure no variances to be incurred. He should report any discrepancy to Income Auditor to follow up.
 总出纳应于第二天检查投款袋中所有的外币已确保无误差。如发现任何差异应立即汇报收入审计跟进

CONTROL ON FOREIGN EXCHANGE MEMO 外币兑换单控制

- All Foreign Exchange Memos should be controlled and recorded in numerical sequence by General Cashier.
 总出纳应管理所有外币兑换单并按秩序进行记录
- Each cashier is given three memo books.

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每个收银员都有三本外币兑换单

- One used memo book can only be exchanged for a new memo book. All cashiers are required to use the memo books in sequential order and need to stamp their name chop on each page of the Foreign Exchange Memo books before they start to use the memo.
兑换单只可以旧换新。所有收银员在使用外币兑换单时必须按顺序使用并于使用前在每张兑换单上签字确认
- All canceled Foreign Exchange memos should be returned back to the General Cashier by putting them into the remittance envelope.
所有作废的外币兑换单应装在投款袋中返还总出纳
- All cashiers should fill in the Foreign Exchange Memos in accordance with the requirements set by Bank of China
所有收银员在填写外币兑换单时应按照中国银行所规定的执行
- General Cashier should review all memos every day to ensure that there is no missing memo
总出纳应每天检查所有的兑换单以确保没有遗漏
- Any staff violating the above mentioned policy will receive disciplinary action.
任何员工如违反以上规定将按纪律处分
- Daily, the Income Audit Accountant is required to complete the Daily Hotel Report-Input Form.
每天，收入审计应完成酒店数据录入日报表