

	<b>RESOURCE LIBRARY – ACCOUNTING</b> <b>Drop Safe Policy</b>	<i>CODE:</i> 05.01.041
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## PURPOSE 目的

All cash proceeds of the day from any point of sales are imperative to be secured and kept in the Drop Safe at the end of the shift without exception. Any cashing personnel who violate this policy will be face disciplinary sanctions.

The following policy is to ensure and eliminate the risk during the process.

每日各营业点的现金收入必须保证安全并在当班结束时投入投币保险箱，不得有任何例外。任何违反本政策规定的收银员将受到纪律处理

## POLICY 程序

### 1. CASH REMITTANCE 汇款单

- At the end of the shift, the cashier personnel should seal his/her cash proceeds in a pre-printed Cashier's Remittance Envelope and countersign (cross-over) on the flap. If at all possible, the remitted amount to be double checked by his/her counter-partner prior to the insertion.  
接班时，收银员必须把现金放进印刷好的投款袋中，在封口处签字。如有可能，在存入现金前，由其柜台同事再次核对后，投入保险柜
- The Cash Remittance Envelope has to be completed with the following details.  
投款袋必须包括以下详细内容：
  - Date.日期
  - Location.地点
  - Shift from/Counter closed.班次起止时间
  - Employee's name.员工姓名
  - Cash Received Total, including the denominations breakdown收到现金总额，包括面额目录
  - Paid Out (if applicable).垫付（如有）
  - Net Proceeds (i.e. Cash received less Paid out).净收入，收到的现金减去垫付
  - Listing of Foreign Currencies (if applicable).外币清单（如有）
  - Listing of cheques received (if applicable).支票清单（如有）
  - Due-Back (if applicable, i.e. cash received less than paid out).备用金补给单（如有，也就是收到的现金比支出的少）
- When everything is finalized, the cashing personnel should proceed directly to the Front Desk Reception, making no detours on the way (if the personnel is not a Front Desk Agent). The drop safe is located at the back of the Front Desk Reception.  
当所有事情完成后，收银员必须直接把钱送到前台接待处，避免绕道而行（如果收银员不是前台员工），投款箱在前台接待后面的办公室
- At the beginning of the day, the Front Office Agent on duty is responsible to open a blank page of Cashier's Remittance Envelope Summary form\*, attach on a clipboard for consecutive registrations of the day.  
每日开始前，当班的前台员工负责新开一份投款袋汇总表，并把这张表贴在夹上以便当天的投币登记用

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- After the Cashier’s Remittance Envelope is dropped, both parties should double check and ensure that the envelope falls into the safety position and not stunted in the transit area.  
当投款袋投入投款箱后，双方应该再次审查，确保信封已经全部稳妥投入而没有卡在入口处

When finishing the Drop Safe process, the following details are required to be documented on the designated position of the Cashier Remittance Envelope Summary.

当投款袋投入投款箱后，双方应该再次审查，确保信封已经全部稳妥投入而没有卡在入口处

- Location, i.e. outlet.地点，如餐厅名
  - Shift e.g. 3rd shift.班次，如第三班
  - Cashier’s Name & Initial.收银员姓名和签字
  - Remittance Amount.投款金额
  - Evidenced by the Front Office Agent who witnessed the drop.见证存过程的前台接待签名
- On the next working day, the General Cashier will open the drop safe. The envelopes collected from the safe will be verified and counted in accordance to the Cashier Remittance Envelope Summary of the respective day in the presence of both the Security and A person designated by the Director of Finance and Controlling.  
第二个工作日，总出纳将打开投款箱。在保安和财务总监指派的人都在场的情况下，根据投款袋汇总表对收集的投款袋进行审核和清点
  - In the event of any discrepancy found, it is to be investigated and reported in writing to the Director of Finance and Controlling or Deputy Director of Finance immediately for further action.  
如有发现不符的情况，要进行调查并立即出具书面报告给财务总监或者财务副总监以便财务进一步行动
  - All cashiering personnel should be reminded that the end quantity of the remittance will be referred only to the General Cashier’s count.  
所有收银员必须铭记，最终的缴款额将以总出纳清点的金额为准

## 2. **KEY CONTROL DROP SAFE 投款箱钥匙控制**

- The key for the upper drop safe (to drop the Cash Remittance Envelope) is kept at the Front Desk at all times.  
投款箱（投放现金汇款单的信封）的钥匙全程由前台保管
- The key to withdrawn the Cash Remittance Envelope is kept with the Director of Finance and Controlling.  
收回投款袋的钥匙由财务总监保管
- The drop safe combination is only known to the General Cashier.  
投款箱密码仅限于总出纳知道
- All the spare keys to the drop safe and combination kept in a signed and sealed envelope are kept in Director of Finance office safe. It’s only open in the event of emergency with a proper recording of the movement.  
投款箱密码和备用的投款箱钥匙存放在签字并密封的信封里，由财务总监存放于办公室保险箱内。只有紧急事件时才能打开，同时必须有事件的适当记录



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**3. CASHIER REMITTANCE ENVELOPE SUMMARY 缴款袋汇总表**

**缴款袋汇总表**

**CASHIER'S REMITTANCE ENVELOPE SUMMARY**

Date 日期: \_\_\_\_\_

收集总出纳投款箱内所有密封缴款袋

Collection of the following described sealed remittance envelopes from the remittance envelope depository box of General Cashier by:

总共袋数: \_\_\_\_\_ 总出纳: \_\_\_\_\_ 见证人: \_\_\_\_\_  
Envelope Total: \_\_\_\_\_ General Cashier: \_\_\_\_\_ Witnessed by: \_\_\_\_\_

时间: \_\_\_\_\_ 日期: \_\_\_\_\_  
Time: \_\_\_\_\_ Date: \_\_\_\_\_

Recorded On Envelope 投款记录				Witnessed by 见证人	Amount as per Actual Count 实际清点金额	
1	Location & Shift Time 地点及时间	Name 姓名	Amount 金额		CNY人民币	
			CNY人民币			
2						
3						
4						
5						
6						
			Total 总计		Total 总计	

点核Checked by: \_\_\_\_\_ 监点人Witnessed by: \_\_\_\_\_