



Trees Organic  
COFFEE & ROASTING HOUSE

## Policies & Procedures

### Cash Handling Policy

General Cash Handling Procedures:

- Employees must use care when completing cash transactions with customers.
- Employees must use care in counterfeit bill detection.
- All \$50 and \$100 bills must be verified by a second employee.
- US currency is accepted at the exchange rate determined by management. US coins are accepted at face value. We do not accept any US \$50 or \$100 bill.
- Employees must take care in keeping cash neat & organized in the drawer.
- All cash must be kept secure at all times. Keep the register drawer closed, coin box in closed drawer, & back office safe secured.
- When completing cash drops and cash-outs, employees must not count cash in view of the public.

Cash Drops:

- Employees are required to make cash drops whenever the amount of cash exceeds \$500 in the drawer.
- A midday cash-out must be completed each afternoon, where the cash, debit, credit & payout receipts are reconciled.
- An end of day cash-out must be completed at the close of business each day.

Payouts:

- Employees may not process any payout transaction without management approval.
- Team Leaders are authorized up to \$25 per shift in payouts. Any amount larger must be authorized by the store manager.

Refunds:

- Refunds must be completed by the store manager, or with prior approval of the store manager.