

**Paper proposed by Ravi Pall - ICU Deputy President (Finance & Services) and the Finance Manager
for Bar procedures**

1. Number the till drawers so that each one corresponds to one till. When each till is cashed up we will have a record of which till encounters any overages or shortages. In cases where there is an all day bar please stagger the cashing up of the tills at lunch times.
2. Cashing up the tills after every shift – we have noted on the cashiers summary sheets that the tills are not being cashed up after each lunch time shift. This is unacceptable as the overages and shortages cannot be accurately linked to the respective shifts.
3. Floats
 - Counting – The member of staff who counts and checks the floats every day should sign the slip to note that this procedure has happened.
 - Expenses - Staff who need to use their money to cover expenses should use the petty cash vouchers to record the item. A valid receipt should be attached to the petty cash voucher to reimburse the member of staff. No money should be taken from the petty cash float before the expense is incurred.
 - The till floats should never be used to top up the petty cash float, which should be reimbursed on a timely basis.