



## **FLOAT AND TILL PROCEDURE**

- a. Check your floats

Main float should be checked at the beginning of shift as if not you could be liable for the shortage which is not of your doing

- b. Cash in tills should be kept to a minimum as we are only insured against theft for amounts up to £200. Drops of £200 should therefore be done regularly.
- c. No member of staff should go into another member of staff's till or float at any time.
- d. Please take this very seriously as you could be a suspect if any differences occur. It can also encourage dishonesty.