


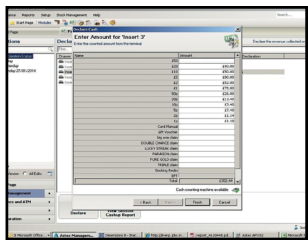
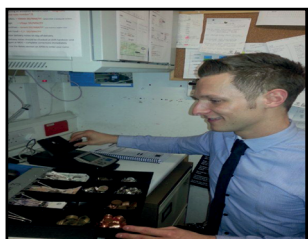

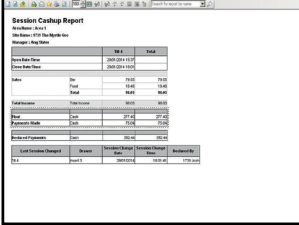






<b>Completed by</b>	<ul style="list-style-type: none"> <li>• Pub Manager</li> <li>• Shift Manager</li> <li>• Shift Leader</li> </ul>
<b>Frequency</b>	• As required (including minimum of 3 per day during trading hours)
<b>Reference</b>	<ul style="list-style-type: none"> <li>• Cash Control Policy</li> <li>• Risk assessment manual</li> <li>• SOP - OF0012 - Office security</li> <li>• SOP - OF0042 - End of night and interim banking</li> <li>• SOP - OF0052 - Dealing with forged and dyed notes</li> <li>• SOP - OF0075 - Completing a mid-shift cash check</li> <li>• SOP - OF0076 - Completing the end of day cash process</li> </ul>

<b>Step 1</b>		<ul style="list-style-type: none"> <li>• Log on to the till that is to be declared.</li> <li>• Select 'Manager Options'.</li> <li>• Select 'Session Change'.</li> <li>• When prompted 'Do you want to change drawer?', select 'Yes'.</li> </ul>
<b>Step 2</b>		<ul style="list-style-type: none"> <li>• Remove the insert from the till drawer and complete a visual check of the drawer to ensure no monies have fallen out.</li> <li>• Take the insert to the office in a secure manner. Refer to risk assessments.</li> <li>• When dealing with cash, the office door must be locked and interruptions must be avoided. Refer to SOP - OF0012 - Office security.</li> </ul>
<b>Step 3</b>		<ul style="list-style-type: none"> <li>• The Duty Manager must log on to Aztec with their personal username and password.</li> <li>• Select 'Finance'.</li> <li>• From the 'Things to Do' section, select 'Till Declarations'.</li> </ul>
<b>Step 4</b>		<ul style="list-style-type: none"> <li>• Highlight the insert that is to be declared and select 'Declare' at the bottom of the screen.</li> <li>• Where more than one safe is in operation, select the appropriate 'Source Safe'.</li> </ul>
<b>Step 5</b>		<ul style="list-style-type: none"> <li>• Count all monies within the insert using a cash counting machine where available.</li> <li>• The notes must first be counted manually, then verified on a cash counting machine.</li> <li>• Enter the values of the count (by denomination) on to Aztec either manually or by sending the values across from the cash counting machine.</li> <li>• Select 'Next'.</li> </ul>

<b>Step 6</b>		<ul style="list-style-type: none"> <li>Where the system identifies variances, recount the insert and validate the figures.</li> <li>Where prompted, select the reason for the variance from the drop down menu on the Aztec screen.</li> </ul>
<b>Step 7</b>		<ul style="list-style-type: none"> <li>When the cash summary and site cashup report appear, close without printing.</li> <li>Select 'Finish'.</li> </ul>
<b>Step 8</b>		<p>The insert must now be re-floated:</p> <ul style="list-style-type: none"> <li>Select 'Floats' from the left side of the screen.</li> <li>Select the 'Float' workflow from the bottom of the screen.</li> </ul>
<b>Step 9</b>		<ul style="list-style-type: none"> <li>All notes must be removed from the inserts (except those which form part of the ongoing float) as these are to be banked.</li> <li>The contents of the each till insert must not exceed <b>£150</b>.</li> <li>Count all monies within the insert using a cash counting machine where available.</li> <li>The value of notes must be verified manually.</li> <li>Enter the values of the count (by denomination) on to Aztec either manually or by sending from the cash counting machine.</li> <li>Select 'Finish'.</li> </ul>
<b>Step 10</b>		<ul style="list-style-type: none"> <li>All notes must be banked after each round of declarations have been completed (multiple declarations can be banked together). Refer to SOP - OF0042 - End of night and interim banking.</li> </ul>
<b>Step 11</b>		<ul style="list-style-type: none"> <li>There is no limit to the number of insert declarations that can be completed in a trading day.</li> <li>All cash variances must be investigated by the Duty Manager.</li> <li>For further advice contact the Cash Control department.</li> </ul>