

Billy Geltmaker

From: S. Bagwell
Sent: Tuesday, June 10, 2014 10:14 AM
To: Brandywine 14; Lee Baase
Cc: Billy Geltmaker
Subject: SOP: Employee Reconciliations

Employee Reconciliation:

When reconciling an employees cash drawer(s) (with the employee present) if the employee has a **difference** of **\$20** or more of the expected funds based on the computer reports the employee must receive written documentation for Poor Cash Handling Procedures. Include the difference in the documentation and keep copies of the the reports in the employee's file for auditing purposes.

The employee will also be suspended immediately for a duration of 1 to 4 weeks without pay depending on the severity of the difference. The minimum duration for a suspension will be one week, the maximum will be four weeks.

The General Manager may determine the duration of the suspension but must stay within the parameters previously mentioned. The GM with corp approval may also adjust the allowable parameter of the difference to a lesser number than \$20, ie \$15 or \$10, but may not increase it over the \$20 threshold.

The GM should be consulted when this issue occurs to ensure this is handled properly.

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