SOPP # 104 (Revised)	Prepared By: Department of Finance
Effective Date: 10/1/2011	Approved By:

Title	**Receiving Currency and Coins**
Purpose	The purpose of this policy is to ensure accuracy in counting currency and coins, and establish a daily cash limit of Seven Thousand Dollars ($7,000.00) per customer per day.
Policy	• Persons handling currency and coins will follow best practices when receiving currency and coins.
Responsibilities	**Departments and Agencies are responsible for:** ✓ Reviewing best practices for accepting and counting currency and coins with cashiers. ✓ Informing Cashiers that they are responsible for implementing best business practices for receiving and counting currency and coins. ✓ Monitoring Cashiers to ensure excessive cash is removed from their draws as deemed necessary ✓ Posting a signage advising the public of the Seven Thousand Dollars ($7,000.00) daily cash limit per customer. ✓ Recommend other forms of payments such as bank drafts, money orders etc. ✓ Supervisors and managers are responsible for enforcing the policies and procedures for receiving currency and coins.

Procedure	Best practices for receiving currency and coins are: • Separate the currency from the coins • Count the currency before the coins • Count each currency denomination separately • Separate coins into denominations • Count each coin denomination separately • Count all cash and coins in the presence of the customer • Verify the grand total against the amount listed on the billing or invoice • If any discrepancies exist between your total and the customer's total, count the money again. If a discrepancy still exists, ask the customer to count the money. • Put away all currency and coins from the last transaction before starting a new transaction • Remove excessive cash from cash draws to designated safe place until close of business day when deposits are prepared

Revision History

Revision #	Date	Description of changes	Requested By
0	8/08/2011	Initial Release	LP
1	8/08/2011	Review	MF
2	10/04/2011	Reviewed Updated Procedures	VC, AED
3	10/12/2011	Final Review	VC, AED
4	1/8/2013	Revise SOPP	GW, LP
5	1/10/2013	Review SOPP	VC