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## PURPOSE 目的

House floats are given out to cashiers must be properly and accurately recorded so as to reflect the actual amount held by individual cashier and their acknowledgement as the custodian of the respective float.

给宾客服务员的备用金必须恰当及准确地记录，以反映各个收银员保管的备用金的真实金额，并让他们作为管理员确认各自保管的金额

## POLICY 程序

- All cashiers will be given an amount as their operating float, and has to acknowledge it by signing an indemnity form.  
 所有收银员会收到一定金额的运营备用金，并且必须在保证书上签字确认已收到的备用金和对已领用的备用金负责
- At the end of each respective shift, the float will be dropped into the drop safe or be kept in her/his safety box at the front desk.  
 每班次结束时，备用金将被投入投款箱中或保管于他/她在前台的保险箱中
- The front desk cashiering float will have to be rotate. This means the incoming cashier will takeover the outgoing cashier's float. In the case of the front desk, the Front Office Manager will have to acknowledge the initial float, and the respective cashier will have to ensure that the correct amount of float is being handed over before the beginning of their respective shift, and will have to be responsible for it whilst on duty.  
 前台收银的备用金必须循环利用。这意味着接班的收银员将会交接下班的收银员的备用金。对于前台这样的情况，前厅经理必须了解原始的备用金金额，同时每位收银员必须确保从上一班次交接下来的备用金金额是准确无误的，且必须在其当班期间负责保管
- All permanent increases to cash floats will be approved by the Director of Finance and Controlling and a new indemnity form signed by the recipient.  
 所有增加的长期备用金必须经过财务总监的批准，接收人也需签订新的备用金担保书
- Temporary increases, such as weekend floats, will be documented on a provisional increase form. The general cashier will retain the form. The Director of Finance and Controlling need not approve the increase provided the increase is for a period not to exceed 48 hours. When the increase is returned, the appropriate accounts will be debited/credited and the increase form cancelled.  
 增加的临时性备用金，比如周末的备用金，需填写一张临时增加备用金的申请表，该表由总出纳保管。财务总监不需要批准不超过48小时的临时性增加。当这些临时增加的备用金返还时，需记入相关科目，同时申请表作废
- If a cashier has insufficient float to cover a transaction e.g. cash travelers'cheque or exchange foreign currency; he will immediately call upon the general cashier to handle the transaction. This may cause some inconvenience to the guest, which can be managed by explaining that the transaction is larger than commonly encountered. If the general cashier is absent from the hotel i.e. after office hours or weekends, the duty manager's float should be used.
- 如果某位收银员没有足够的备用金用于业务周转，如兑现旅行支票或兑换外币，他应立即通知总出纳处理该交易。这也许会给客人带来不便，此时可以向客人解释此项交易额已经超出了平常的交易额。如果总出纳不在酒店，也就是下班了或周末时，这时可以使用值班经理的备用金

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- Income Auditor will do random monthly spot check on these floats to ensure that the amount reconcile to the acknowledgement of custodian.  
收入审计将在每月做不定时的突击抽查，以确保备用金金额准确
- No discrepancy will be tolerated from the float. Any discrepancy found within the respective cashier's float will cause disciplinary or dismissal action.  
任何挪用备用金的行为都是不允许的。服务员挪用备用行为一经发现将受到纪律处分甚至开除处分