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PURPOSE 目的

To establish internal controls that will insure the protection of the hotels cash funds. The Hotel Director of Finance and Controlling (DOFC) has overall responsibility for the implementation and compliance on a continuing basis.

建立内部管理以确保酒店现金基金的保障，酒店的财务总监对连续基础上的遵守与执行负有全面的责任

POLICY 程序

A "House Bank Contract" (see attached) is to be obtained from each employee to whom a house bank is issued. The form should comply with local legal requirements and has therefore to be modified as required by each individual hotel.

“备用金合同”是由发放到酒店备用金的员工签署的。该合同应遵守当地法律的要求并可依据每家酒店的要求进行修改

The following steps are to be observed in the control of house bank funds:
以下的步骤是用于观察酒店备用金的管理：

- A House Bank Contract will be completed by the General Cashier as acknowledgement of acceptance of the full amount of house funds as reflected in the General Ledger. The contract has to be signed by the General Cashier and the recipient, and approved by the DOFC.
备用金合同应由总出纳根据显示在总账处的总金额完成验收。合同应由总出纳及接收者共同签字确认并报财务总监批准
- The General Cashier will be responsible for obtaining a completed House Bank Contract from each employee to whom house funds have been issued.
总出纳负责从已发放酒店备用金的每个员工处收取已完成的备用金合同
- If a particular house bank amount is authorized to be increased or decreased, a new House Bank Contract is to be completed. At no time are any alterations to be made on a House Bank Contract.
如果一个特殊备用金金额被授权增加或减少，则需签订新的合同。任何时候不可在备用金合同上做任何改动
- The record of all floats will be kept by the General Cashier; at month end reconciliation to the General Ledger has to be performed.
所有备用金的记录将由总出纳保管，月底时必须与总账进行对账

PROTECTION OF HOUSE FUNDS

备用金的保障

- Each employee to whom a house bank is issued is to be assigned a safe deposit box for its safe storage. There is only one key for the safe deposit box and the holder is responsible for securing this key personally and it should not be released to anyone else.
每个领用备用金的员工均应分配一个保险箱以便于安全存放其备用金。该保险箱仅有一根钥匙且保险箱使用者负责保管该钥匙，该钥匙不可发放给其他任何人

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- The General Cashier's office has to be secured as well as the general safe. The combination to the safe is to be reset at the time of all General Cashier personnel changes.
除总保险箱外总出纳的办公室同样需要保护。当所有总出纳人员变动时保险箱的密码必须重置
- House floats may not contain personal checks of any employee, or paid out voucher for private purposes "IOU".
酒店备用金不包含任何雇员的个人支票，或因个人目的的“借条”的支付凭证

HOUSE BANK COUNT

备用金清点

- It is mandatory that the General Cashier's bank, and at least 60% of all other house banks be counted on a monthly basis. The total amount of all house banks must agree with or be reconciled to the monthly general ledger house bank account.
这是强制性的，总出纳的现金库以及至少百分之六十的所有其他备用金需基本每月进行清点。所有备用金的总额必须与每月总账备用金账户的记录一致或吻合
- The count should be recorded on a standard form. The completed bank count forms are to be kept with the General Cashier, any over- or shortages have to be recorded on these forms. Both the Cashier as well as the person who checked the float has to sign for the correctness of the results. Any shortages have to be paid by the individual float holder, overages have to be submitted to the General Cashier which has to account for this money.
清点记录应记录在标准的表格中。已完成的备用金清点表格应由总出纳进行保管，任何的长款或短款均必须记录在这些表格中。收银员及检查人员必须签字以代表检查结果的正确性。任何短款必须由备用金持有者支付，长款必须上交总出纳，总出纳必须清点该长款

House Bank Contract
备用金合同

Date 日期:

I hereby acknowledge receipt of cash in the amount of CNY _____ hereinafter referred to as the "bank", from my employer Bavaria Hotel XXX, which I am to use in performing my duties as a cashier. By accepting said bank, I do hereby agree to as follows:

我特此确认已收到来自我的雇主XXX巴伐利亚酒店的人民币 _____ 的金额，以下简称为“备用金”，这些备用金是用于执行作为一名收银员的职责。我收到以上所列备用金，并承诺履行以下条款：

1. To be responsible for the safekeeping of said bank, returning it in its entirety upon the request of my employer or when my employment terminates.
有责任安全保管备用金，当雇主要求或我的工作合同到期时全额退还
2. To keep said bank at all times (when not in use) in a safe deposit box assigned to me and to guard the key there to carefully, keeping the key in my personal possession at all times.
任何时间（当不适用时）均应把备用金锁在指定的保险箱内并小心保管钥匙，任何时候钥匙均与私人财产放在一起
3. That the funds of said bank at all times remain the property of my employer, and to utilize the funds only in the performance of my duties as a cashier and to not combine, mix, or confuse said funds with any funds of my own or use them for my personal purposes.
此备用金在任何时候都是雇主的财产，且只有在作为收银员时工作使用，不可挪作它用，同时不可与任何其他私人现金混在一起
4. To permit auditing of said bank at any time by the hotel Director of Finance and Controlling, or his/her representative, or other duly authorized designated personnel, and to pay any shortage discovered by such audit immediately upon demand of my employer.
任何时候，酒店财务总监、或其代表、或其他被授权的指定人员有权审查备用金，在被审查出短款时根据雇主的要求必须立即赔偿短款金额
5. Not to transfer or deliver said bank or any part thereof to anyone unless authorized in writing by the hotel Director of Finance and Controlling.
此备用金或备用金的一部分不得转交或转借给任何人，除非得到酒店财务总监的书面授权许可
6. To submit a daily report as to the condition of said bank to the accounting department.
提交备用金每日使用情况报告给财务部
7. To comply with all rules and regulations concerning the bank as may be established by me employer from time to time.
遵守雇主每次制定的所有关于备用金的规章制度

General cashier 总出纳 _____

Receiver's Name (Print) 收款人姓名（打印的） _____

Signed 签字 _____

Position 职位: _____

Safe Deposit Box No. 保险箱号码 _____

Date 日期: _____

Issue approval 批准 _____

(Hotel DOFC酒店财务总监)