

Excerpt: Surprise Cash Count Policy

Tellers' Cash

A cash count of all tellers' assigned cash must be performed at least monthly (calendar month). The timing of the cash count must be such that the assigned teller does not have warning or advance notice as to when the cash count will or may occur. In other words, the cash count must be a surprise to the assigned teller.

The cash count must be performed in dual control and led by the Head Teller or Branch Manager. The other individual may be (but does not have to be) the assigned teller.

In instances where the surprise cash count identifies a discrepancy, the cash must be recounted. Verified discrepancies of \$100 or more must be reported to the Head of Deposit Operations for further review and/or action.

Vault Cash

The vault cash, including any sub-vaults and ATM cash, must be performed at least quarterly (i.e. January – March, April – June, etc.). The timing of the cash count must be such that the Head Teller does not have warning or advance notice as to when the cash count will or may occur. In other words, the cash count must be a surprise to the Head Teller.

The cash count must be performed in dual control and led by the Branch Manager. The other individual may be (but does not have to be) the Head Teller. Other branch personnel may also assist in the count; however, no part of the vault, sub-vaults, or ATM may be counted in single custody.

In instances where the surprise cash count identifies a discrepancy, the cash must be recounted. Verified discrepancies of \$100 or more must be reported to the Head of Deposit Operations for further review and/or action.