

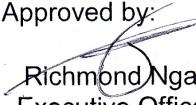
MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	DIRECT TRANSFER OF BRANCH COLLECTIONS TO MAIN OFFICE	Ref. No.
DEPARTMENT :	TREASURY RECEIVABLES DEPARTMENT	TRD-15-10-002
TO :	BRANCH MANAGER, CASHIER AND ASSISTANT CASHIER	

OBJECTIVE

1. To ensure that all collections are being transferred within the day or the required amount as defined by the management by branches located within the proximity of the main office.
2. To eliminate or lessen the risk of cash collections in the branch.
3. To guide the branch cashier in the direct transfer of branch collections to the main office thru remittance service.

POLICY

1. It is the responsibility of the Branch Manager and Cashier or Assistant Cashier within the proximity of the main office to ensure the direct transfer of their collections to the latter at any given time to eliminate cash RISK exposure in the branch.
This must be strictly observed during weekends and holidays in order to avoid cash accumulation in the branch.
2. The scope of these processes is branches located within the proximity of the main office and on instances or occasion that no banks are available e.g. after banking hour, holidays and Sunday.
3. The minimum amount to be remitted or transferred by the branch to the main office will be P 5,000.00.
 - 3.1. Direct transfer of collections by the branches located within the proximity of the main office is required to protect the interest of the company and eliminate risk of cash collections to bad elements.
4. Although the cashier is responsible for accounting for the branch collections, she is not allowed to make the physical transfer to the main office.
5. Unauthorized and non-employee are not allowed to make direct transfer of branch collections to the main office. Trainee status and privatized mechanic are considered non-employee of the company.
6. The following branch personnel or officers are authorized to bring the branch collections directly to the main office.
 - 6.1. Marketing Assistant
 - 6.2. Account Counselor
 - 6.3. Credit Supervisor

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- 6.4. Branch Manager
- 6.5. Liaison Officer
- 6.6. Area Manager
- 6.7. Branch Mechanic

Further, in transferring collections to main office exceeding P 50,000.00, the transfer shall be made by two (2) branch personnel or officers.

- 5.1. In instances wherein there are limited branch personnel and majority are not qualify based on the aforementioned criteria, a list of authorized branch personnel to directly transfer the branch collections to the main office shall be forwarded to the Treasury Department duly approved by the Area Manager.
- 6. The cash collections to be transferred to the main office must be properly bundled to facilitate the transfer.

PROCEDURES

1. Cashier

- 1.1. Reconcile cash on hand from office and field collections against total Collection/Official Receipts (CR/OR) issued for the day.
- 1.2. Bundle bill collections uniformly by denomination, from new to old bills and record the corresponding denomination amount in the Cash Count Sheet. Segregate coins where a specific space has been provided.
- 1.2.1. Cut-off CR/OR booklets by signing at the last Collection/Official Receipt issued in the office and by the field personnel to establish total collections.
- 1.2.2. Total all the bills and coins and reconcile the amount against CRs/ORMs issued for the day net of any disbursement.

1.3. Rectify discrepancy noted during reconciliation:

1.3.1. Overages

In case of overages, immediately issue CR/OR for the excess amount; the said amount should be charged to branch Other Income.

1.3.2. Shortages

For cash shortages, the deficit should be paid immediately by the field personnel; else, the said shortages shall be immediately deducted from her salaries in the nearest payroll date.

1.3.3. Prepare incident report and submit to Branch Manager. The aforementioned remedies do not relieve them from any penalties in violating Company Code of Discipline.

1.4. Instruct authorized branch personnel to directly transfer the amount to main office.

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- 1.4.1. Obtain signature from authorized personnel making the transfer in the Cash Count Sheet to establish his/her responsibility on the money being transferred to the main office.
2. Authorized Branch Personnel
 - 2.1. Receive money from the Cashier and affix signature in the Cash Count Sheet to establish responsibility over the cash subject for transfer to the main office.
 - 2.2. Make direct transfer of the money to main office.
 - 2.3. Obtain copy of Internal Official Receipt (IOR) from the main office cashier.
 - 2.4. Forward copy of Internal Official Receipt (IOR) to the branch cashier.
 - 2.4.1. In cases that the transfer of collections was made after office hours and main office is already closed, obtain signature from main office authorized representative in the Cash Count Sheet.
 - 2.4.2. The Internal Official Receipt (IOR) shall be forwarded to the branch on the following working day.
3. Cashier
 - 3.1. Receive IOR copy of the transferred collections from the authorized branch personnel.
 - 3.2. Accomplish Cash Flow Form indicating the transferred cash collections in the main office in space provided therewith.
 - 3.3. File Cash Flow together with supporting documents chronologically for reference purposes including copy of IOR.

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