**POLICY/PROTOCOL SECURING CASH**

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Effective immediately the process for securing money collected should be as follows:

* Melbourne office – Front desk person should balance and close their batch; all monies collected for the day in each drawer should be sealed in an envelope, with the staff member whose drawer it is having first counted the money, then signing and dating the envelope over the back seal of the envelope prior to taping over the signature to fully seal the envelope. With this done and the cash enclosed verified, the envelope should be placed in the lock box located in Michele Sacco’s office.
* Palm Bay and Rockledge offices – Front desk person should balance and close their batch; all monies collected for the day in each drawer should be sealed in an envelope, with the staff member whose drawer it is having first counted the money, then signing and dating the envelope over the back seal of the envelope prior to taping over the signature to fully seal the envelope. The envelope should not be sealed until the monies contained therein have also been counted by the staff member taking the charts to Melbourne. Once this has been done both the staff member whose drawer contents have been placed in the envelope, as well as the transporter should sign and date the envelope over the back seal of the envelope prior to taping over the signature to fully seal the envelope. Once the envelope has been transported to Melbourne the transporter is to place the envelope in the lock box located in Michele Sacco’s office.