

LOCKING CASH BOX – DIVE FLIGHT: AFI 34-202

3.9. Cash Registers. Use cash registers in activities where the volume of regular cash receipts is \$1,000 or more per month. **Activities with cash receipts less than \$1,000 per month may use a locking cashbox.** Do not use cash registers to store cash during non-operating hours. Store cash during non-operating hours in a locked safe or other secure storage area according to AFI 31-101. (T-0)

3.9.1. Managers must observe cash registers and cashboxes to be sure they are secure and unauthorized people cannot gain access to them when they contain cash.

3.9.2. Cash register drawers will be left open and empty when the register is not in use. This is to prevent unnecessary damage in the event of attempted theft or burglary.

3.9.3. Managers ensure cashiers receive training on required internal control procedures and perform their duties according to established OIs.

3.9.3.1. All cashiers as well as all oversight and supervisory individuals complete the mandatory initial and annual refresher internal control training module through the FSS training manager. (See Chapter 2.)

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4.2. Controlling Cash. Managers ensure cashiers have no accounting duties other than preparing reports and data associated with cash handling functions.

4.7. Activity or General Change Fund Cashier Responsibilities. **The activity or general change fund cashier balances daily receipts on AF Form 1875 or POS generated cashier reports.**

4.7.1. Prepare AF Form 1876, NAF Consolidated Cost Center Report. **The activity manager or designee approves and submits completed AF Form 1876 electronically to the SSC along with documentation required to support the deposit.** Print two copies keeping original signature with original supporting documents and turn into the NAF AO. Retain a copy in the activity.

4.7.3. Prepare AF Form 1878, Central Cashier Deposit Receipt. Turn in all cash receipts and AF Form 1878 to the central cashier or designated night depository according to the established schedule.

4.7.3.1. The central cashier returns the original AF Form 1878 and a second copy to the activity, and retains a third copy to use in preparing the daily consolidated deposit. The activity manager or designee forwards the original AF Form 1878 to the NAF AO with AF Form 1876.

4.9. Cashiers' Deposits. Most activities deposit all cash receipts daily, including checks cashed from the check-cashing change fund. With approval of the RM, **small activities which take in minimal amounts of cash (i.e., fitness centers and libraries) may make deposits weekly,**

monthly, or when receipts exceed \$200. Individual cashiers maintain daily cash and receipt accountability using AF Form 1875. Report credit card charges daily using AF Form 1876.

4.9.1. The RM designates, in writing, activities authorized to operate under this policy. The RM establishes a regular deposit schedule for these activities, reviews their fund storage authorizations, and verifies overnight storage authorization for an amount equal to the amount of their change funds plus \$200. **These activities must deposit all receipts by the close of business on the last day of each month.** The central cashier monitors the deposits and reports missing deposits to the RM (T-3).

4.9.2. If the FSS commander or director or site commander, upon the recommendation of the RM, determines the distance to the depository, or other circumstances preclude making daily deposits, they may permit activities to hold receipts until the last banking day of the month if fund storage limits are not exceeded. **Do not carry receipts from one accounting period to another.**