

SAFETY LOCKERS

Sunday, August 06, 2017

Gautam Kumar



Scope

House Rules

SAFETY LOCKERS

Operational Procedures

**STARTING AND ENDING WORK
SHIFT OF FRONT OFFICE CASH**



House Rules

What are house rules?

Why we need a house rule ?





SAFETY LOCKERS

What is safety lockers?

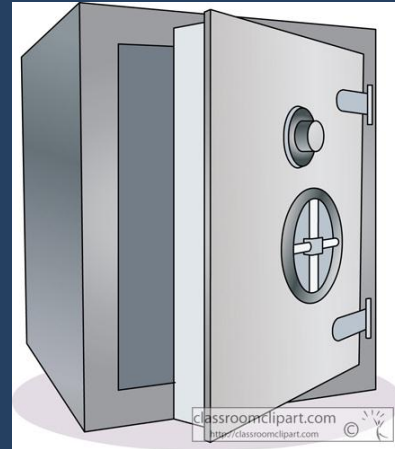
Why it has been introduced in hotels?





SAFETY LOCKERS

What are the impacts of safety lockers?



What are the issues associated with safety Lockers?



Operational Procedures

What is the operational procedure of safety lockers?





Operational Procedures

Who are the people can have access to these safety locker and how?





STARTING AND ENDING WORK SHIFT OF FRONT OFFICE CASH



What is Front Office Cash ?





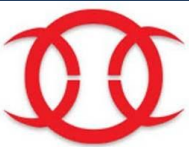
What is the difference between Float Money and Petty Cash ?





What is the difference between Paid Out voucher and Petty Cash voucher ?



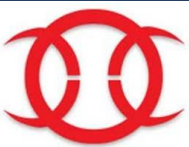


Format 1/5

Company Logo
Company Name
PETTY CASH VOUCHER

No.	DATE:	
Name :	Amount	
Branch Name :	Dhs.	Fils
Details :		
.....		
.....		
.....		
.....		
A/C Name:		
A/C Code :		
	TOTAL DHS.	

.....
approved by **prepared by** **received by**



Format 2/5

<h2>Payment Voucher</h2>		
PV No: _____		
Amount:	Date:	
Method of Payment		
Cash:	Check#:	
To:		
The Sum of:		
Being:		Payee:
Approved By:	Paid By:	Signature

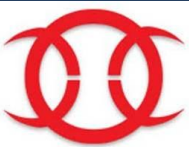
Payment Voucher Template



Format 3/5

Payment Voucher		
PV No: _____		
Amount:	Date:	
Method of Payment		
Cash:	Check#:	
To:		
The Sum of:		
Being:		Payee:
Approved By:	Paid By:	Signature

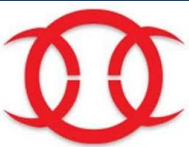
Payment Voucher Template



Format 4/5

<h2>Payment Voucher</h2>		
PV No: _____		
Amount:	Date:	
Method of Payment		
Cash:	Check#:	
To:		
The Sum of:		
Being:		Payee:
Approved By:	Paid By:	Signature

Payment Voucher Template



Format 5/5

Payment Voucher		
PV No: _____		
Amount:	Date:	
Method of Payment		
Cash:	Check#:	
To:		
The Sum of:		
Being:		Payee:
Approved By:	Paid By:	Signature

Payment Voucher Template



What are the issues related to cash occurs in Front Office ?





House Rules

Safety Lockers

Operation Procedure

**Cash Handling (Front
Office Accounting)**



Home Work

- List out the house rule policies of 5 best hotel brands of India.
- List out various possible issue that may occur in cash handling?
- Send the soft copy on tp@teamhiht.com before next class ?

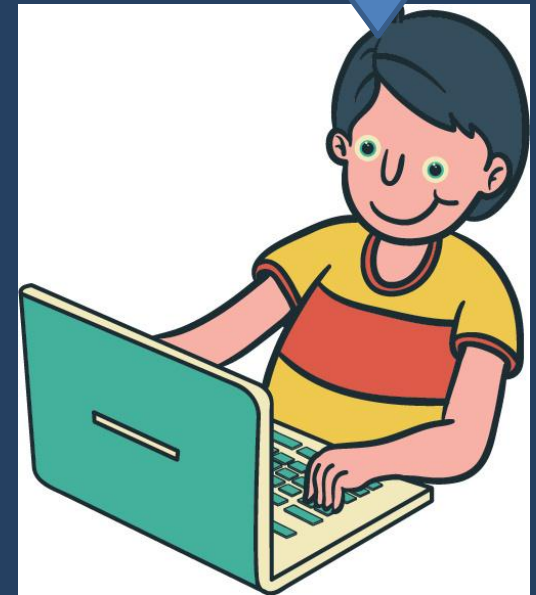




Next Class

Revision Test

Exam
Time !





You can put on you questions now



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