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## BEST PRACTICES FOR TRACKING COIN MACHINES

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**Purpose:** This document discusses best practices for tracking coin machine balances. Tracking of these balances depends on how the data is collected and how that data will be used in the Branch's day to day operations. Below are known scenarios for handling these balances:

**Client's operational process:**

The coins from these machines may be rolled and made as usable cash for their customers, or they may be tracked as "loose" and not intended to be redistributed to customers.

### **Coins rolled and intended to be redistributed to customers:**

The coin balances must be tracked in the appropriate denomination when counting down the machine totals. They cannot be placed in to a general loose coin "bucket". The rolled denominations need to be sold to the vault and counted down at the end of the day with the vault by denomination. Also, when depositing/ shipping out, these coins need to be tracked by denomination.

**Coins not rolled and not intended to be redistributed to customers:** This procedure will vary, depending on if the client plans to track the sum of all of the coins or not.

- If the sum of the coins are not tracked: The client should not be including the coin machine balances in any of the cash ending totals.
  - This includes any bags that may be sitting in the vault waiting for pickup by the carrier
  - Do NOT record the bags from the coin machine in deposit/ shipment out in C3.
- If the sum of the coins are tracked: The coin balances must be tracked in a separate denomination, e.g. Loose Coins Bucket. They are not required to track by the coin denomination, rather a sum of the coin balances in this bucket. The Loose Coin Bucket balances will need to be sold to the vault and counted down at the end of the day. Also, when depositing/ shipping out, these coins need to be tracked as Loose Coin Bucket denomination.

\*Note: modifications may need to be performed on the upload method (Automation, Conv. Module, TIS) to accommodate an additional denomination, e.g. "Loose Coins", "Coin Machine Coins"