

Handbook F-101 Revision: Postal Quarter Counts for Cash Retained Credit and Cash Reserve

Effective October 6, 2011, Handbook F-101, *Field Accounting Procedures*, is revised to include the new count frequency as well as the new authorized tolerance amount for employee cash retained credits and unit cash reserve. Postmasters, managers, and supervisors at POS ONE postal retail units (PRUs) under Segmented Inventory Accountability (SIA) must perform employee's cash retained credit counts and unit cash reserve counts randomly at least once per postal quarter. Frequency of employee cash retained credit and unit cash reserve counts in SIA offices changed from at least once a month to no less frequently than once each postal quarter.

With the new count frequency of once each postal quarter, each employee is authorized a tolerance amount of \$10 during his or her cash retained credit count regardless of the amount of the cash retained credit. As always, no tolerance is applied when conducting a final count of a cash retained credit.

Handbook F-101, *Field Accounting Procedures*

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13 Stamp Stock and Cash Credits

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13-7 Cash Credits

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13-7.2 Cash Retained

[Revise the third paragraph to read as follows:]

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Cash retained credits are considered inactive if there is no activity at least once each postal quarter for credits with funds or \$0 balance reported in AIC 753, See part 13-7.6 for handling inactive cash retained credits.

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13-7.6 Handling Inactive Cash Retained Credits

[Revise the first paragraph, omitting the two bullets, to read as follows:]

An RA's cash retained credit is considered inactive when there is no activity at least once each postal quarter for credits with funds or \$0 balance reported in AIC 753.

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13-8 Conducting Cash Counts

13-8.1 Unit Cash Reserve Counts

[Revise the first two paragraphs to read as follows:]

The unit cash reserve that is assigned to an employee must be counted randomly at least once each postal quarter. If an employee also has a cash retained credit, the unit cash reserve must be counted in conjunction with the cash retained count.

Any portions of the unit cash reserve reassigned to bargaining employees must be counted at least once each postal quarter in conjunction with the cash retained count.

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13-8.3 Cash Retained Credit Counts (POS Units Only)

[Revise text to read as follows:]

Each employee working from the retail floor stock under segmented inventory accountability has a cash retained credit.

Cash retained credits must be counted randomly at least once each postal quarter.

Counts can be conducted any day within the postal quarter, but should be conducted randomly to avoid establishing a pattern. This includes bargaining and nonbargaining employees and postmaster reliefs.

Cash retained credit counts (including those with a \$0 balance) must be conducted using the POS workflow. Each employee's domestic and international (MP-1) money orders must be counted in conjunction with the cash credit count. (See the *POS ONE Procedures Guide*, subchapter 12-5, for instructions on conducting counts in the POS system.)

If an employee has a reassigned portion of the unit cash reserve, it must be counted in conjunction with the cash retained credit count.

The assigned employee and another employee, one of whom must be a nonbargaining employee, perform the count(s).

Note: If a nonbargaining employee is not domiciled at the unit, the postmaster, manager, or supervisor responsible for the unit is required to perform independent cash credit count no less than once every postal quarter.

13-8.4 Cash Retained Count Tolerance

[Revise the first paragraph to read as follows:]

Each employee is authorized a tolerance of \$10 during his or her cash retained credit count regardless of the amount of the cash retained credit.

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13-9 Count and Tolerance Tables**13-9.1 Counts**

The following table lists the frequency for counting accountability credits and specifies the AIC for recording overages and shortages.

[Revise the Unit Cash Reserve and SAI Cash Credit entries in the table to read as follows:]

For this accountability credit...	The tolerance is...	Count this credit every...	Record overages in...	Record shortages in...
* * *	* *			
Unit Cash Reserve				
Bargaining Employee	\$0.00	Once a postal quarter*	AIC 068	AIC 764
Nonbargaining Employee	\$0.00	Once a postal quarter*	AIC 068	AIC 764
PMR	\$0.00	Once a postal quarter*	AIC 068	AIC 764
SIA Cash Credit (Cash Retained)				
Bargaining Employee	\$10.00	Once a postal quarter*	AIC 068	AIC 764
Nonbargaining Employee	\$10.00	Once a postal quarter*	AIC 068	AIC 764
PMR	\$10.00	Once a postal quarter*	AIC 068	AIC 764

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Count Frequency	Description
At least once each postal quarter	Counts must be conducted any day within each postal quarter. PQ1: October–December PQ2: January–March PQ3: April–June PQ4: July–September
At least once every 4 months	Counts must be conducted no less frequently than once every 4 months from the month of the last count. A count performed on January 2nd is scheduled to be counted again, at the latest, any day within the month of May. Jan 2nd: Month of January, therefore latest due month is May
Once a fiscal year	Counts must be conducted randomly and no less frequently than once every fiscal year (October–September).

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We will incorporate these revisions into the next online edition of Handbook F-101 on the Postal Service™ PolicyNet website:

- Go to <http://blue.usps.gov>.
- In the left-hand column, under “Essential Links,” click *PolicyNet*.
- Click *HBKs*.

(The direct URL for Handbook F-101 is <http://blue.usps.gov/cpim/ftp/hand/f101.pdf>.)