

Uplift Community Alliance™

Uplift Thrift Policies

Administration:

1. Uplift Thrift shall provide a safe, orderly and pleasant environment for members, employees, volunteers and customers.
2. Individuals demonstrating inappropriate or disruptive behavior shall be asked to leave the premises.
3. No member shall operate the shop alone.

Operation:

1. All merchandise shall be sold as is.
2. Merchandise missing a price tag shall be returned to the marking room for pricing.
3. All sales are final.
4. A customer may return a battery-operated, electric or electronic item that is non-working along with the receipt for store credit to be used the day of return or gift card for a future purchase.
5. Payment shall be made by cash, credit or debit card.
6. No item shall be held overnight or put on lay-away.
7. Uplift Thrift reserves the right to ask customers carrying large bags or backpacks to leave them at the cashier or hold counter while shopping.

Member Self-Dealing:

1. No member, employee or volunteer shall receive any advantage over the public in relation to Uplift Thrift.
Members, employees or volunteers may not:
 - a. make purchases outside of store hours or during their working shift;
 - b. purchase items that have not been placed on the sales floor;
 - c. take merchandise home on approval or put items on hold;
 - d. purchase items designated to give to other non-profit, charitable organizations or marked for disposal;
 - e. designate special sales days for members, employees or volunteers;
 - f. ring up their purchases.
2. Members, employees and volunteers shall:
 - a. read and sign the Uplift Community Alliance Conflict of Interest Policy.
3. Members, employees and volunteers are encouraged to report suspected self-dealing to the Uplift Thrift Chair or organization president.

Financial Management:

1. Cash in each of the two (2) registers shall be kept separate.
2. Money exchanged between the registers shall be of equal amounts to maintain accuracy of the register tapes.
3. Cash shall not be removed from any register to pay a bill or invoice.
4. Cash refunds are restricted to the day of sale.
5. Large denomination and excess currency in registers shall be placed in the appropriate lock-box and included in the daily deposit.

6. Register tape totals showing total cash and credit card sales, grand total of all sales and number of transactions shall be run daily on each cash register.
7. Two (2) members or employees shall be required to count the cash, reconcile with register tape totals and prepare the bank deposit slip.
8. The bank deposit and all completed paperwork shall be put in an individual envelope with the date indicated and placed in the safe.
9. Currency for each cash register in an amount determined by Uplift Thrift Shop procedures shall be placed in the appropriate lock-box for the next day's business.
10. Uplift Thrift cash receipts shall be deposited to a specified checking account by an organization assistant treasurer one (1) to three (3) times per week or as necessary.