

Foreign Currency Transaction

Department/Division: General & Administrative

Code: G&A22

Total Pages: 2

OBJECTIVE

To ensure all foreign currency transactions are properly authorized and executed, protecting the organization from unnecessary exposure to exchange rate fluctuations.

STANDARD

Prohibition on Unauthorized Transactions

Employees are prohibited from authorizing or engaging in any foreign currency transaction that commits the company to future purchases or sales of foreign currencies, negotiable instruments, or any other transactions that result in exposure to future translation/exchange rate risks.

Requirement for Prior Approval

Any proposed foreign currency transaction that involves future exposure to exchange rates must receive prior written approval from authorized ownership. No employee may proceed without this approval.

Risk Assessment

Employees responsible for financial transactions must assess whether any transaction involves foreign currency risk. If such risk exists, they must submit a formal request for approval to the ownership group, detailing the nature of the transaction, the currencies involved, and potential risks.

Documentation for Approval

The formal request must include supporting documentation outlining the financial rationale, the current exchange rates, and projections of any possible exchange rate fluctuations.

Review Process

Once submitted, the Financial Controller or another designated authority must review the request for completeness and forward it to the ownership group for final approval.

Current Transactions

Current obligations or transactions that involve immediate payments or receipts in foreign currencies can proceed without prior approval, provided they are settled at the existing rate of exchange at the time of the transaction.

Verification of Exchange Rates

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Hotel Housekeeping and Front Office Operations Mr. Rohit Manglik, 2024-04-07 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels

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Front Office Operation Chiranjib Kumar, Ph.d., 2016-07-03 Front Office is one of the major revenue producing department in the hotel Whether hotel is small or big it requires front office to run the business smoothly without any trouble Front office not only sells the rooms of the hotel but also sells other services offered by the hotels It is controlling centre of movement of guest inside the hotel Most of the hospitality and tourism business requires well managed front office to delegate the work in proper way The book is based on extensive research on front office operation in Hospitality and Tourism services It is prepared to meet with requirement of front office personnel in challenging scenario of hotel operation It covers almost all important aspects of Front office operation as per the demand of hotel industry It provides an opportunity to become true Front Office professionals The book contains simplicity in diversity and touches almost all the important points which are required to understand the concept of Front office operation and management that is reservation check in to check out and further leads to the advance stage that is Night Audit Revenue Reports PMS GDS Hotel Statistic Reports Room Forecasting yield management sales promotion resorts and cruise and other aspects It includes various procedures of front office starting from check in to check out and arrival to departure

Hotel Management and Operations Michael J. O'Fallon, Denney G. Rutherford, 2010-01-12 This newly updated edition is a compilation of readings divided into nine sections each examining a specific hotel department or activity Each topic is examined through a variety of viewpoints on the duties responsibilities problems and opportunities encountered there Multidimensional case studies taking a practical approach challenge readers to identify the central issues involved in complex management problems understand the structure and resources of the department in question and find solutions that may help in managing other hotel resources and departments

Front Office P. Abbott, S. Lewry, 2010-02-17 Designed for all students of hospitality and tourism management the second edition of this best selling text gives a modern approach to front office operations and management using realistic scenarios set in the hotel environment Key features of this essential text user friendly style of writing and accessible page layout enables students to use it as a reference book as well as a textbook updated in the light of recent developments such as global distribution systems and the internet greater focus on increasing yield and expansion of vital management aspects such as staffing and equipment additional extended practical

exercise material Front Office reflects the importance of different features of the receptionist's work and is divided into four main sections: Procedural aspects, Dealing with people, Increasing yield, Management aspects. Front Office is ideal for GNVQ BTEC students, those taking the professional exams of the HCIMA and for undergraduates and postgraduates studying hospitality and tourism management and all relevant executive courses.

Hospitality Reception and Front Office (Procedures and Systems) Negi Jagmohan, 2013. Section I: Concepts, Procedure, Skills, Techniques. Section II: Conversation Skills. Some English, French, German, and Hindi Communication skills.

Professional Management of Housekeeping Operations Thomas J. A. Jones, 2007-10-26. Now in its fifth edition, Professional Management of Housekeeping Operations is the essential practical introduction to the field, a complete course ranging from key principles of management to budgeting from staff scheduling to cleaning. With expanded attention to leadership and training, budgeting and cost control, and the increasingly vital responsibility for environmentally safe cleaning, the latest edition of this industry standard also includes new case studies that help readers grasp concepts in a real world setting. Instructor's Manual, Test Bank in both Word and Respondus formats. Photographs from the text and PowerPoint Slides are available for download at www.wiley.com/college.

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Mastering Hotel Management: A Guide to Success in the Hospitality Industry Pasquale De Marco, 2025-03-10. In the ever changing landscape of hospitality where the guest experience reigns supreme, Mastering Hotel Management emerges as an invaluable guide for aspiring and established hoteliers alike. This comprehensive book unveils the secrets of success in the hotel industry, empowering readers with the knowledge and skills to excel in this dynamic and rewarding field. From the bustling front office to the immaculate guest rooms, from the delectable culinary creations to the strategic revenue management, this book delves into the intricate operations of a hotel, providing a roadmap for delivering exceptional service and achieving operational excellence. With its

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Handbook of e-Tourism Zheng Xiang,Matthias Fuchs,Ulrike Gretzel,Wolfram Höpken,2022-09-01 This handbook provides an authoritative and truly comprehensive overview both of the diverse applications of information and communication technologies ICTs within the travel and tourism industry and of e tourism as a field of scientific inquiry that has grown and matured beyond recognition Leading experts from around the world describe cutting edge ideas and developments present key concepts and theories and discuss the full range of research methods The coverage accordingly encompasses everything from big data and analytics to psychology user behavior online marketing supply chain and operations management smart business networks policy and regulatory issues and much much more The goal is to provide an outstanding reference that summarizes and synthesizes current knowledge and establishes the theoretical and methodological foundations for further study of the role of ICTs in travel and tourism The handbook will meet the needs of researchers and students in various disciplines as well as industry professionals As with all volumes in Springer s Major Reference Works program readers will benefit from access to a continually updated online version *The Business of Hotels* Hadyn Ingram,2007-06-07 The fully revised edition of this well known text by an experienced author consultant and educator follows the structure and approach which has proved so successful since its first publication in 1980 The book examines the hotel as a business providing commercial hospitality It focuses on markets money and people and uses examples from hotel operations throughout the world This new edition is the outcome of a thorough revision of an established text The new material includes a comprehensive profile of the hotel business in the 1990 s and includes data quotes and extracts from a wide range of authoritative industry sources **The Business of Hotels** S. Medlik,Hadyn Ingram,2000 The book examines

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