



SHOPPING CART CONTAINMENT AND RETRIEVAL PLAN

Please complete the following form and submit to:

Community Development Department
Code Enforcement Division
1275 Main Street
El Centro, CA 92243

If you have questions or require assistance completing this form, call (760)337-4266 or (760)337-4508.

1. GENERAL INFORMATION

Business Name _____
Address _____
Phone _____ Email _____
On-Site Manager _____
Corporate Information _____

2. MANDATORY RETRIEVAL INFORMATION

The Prevention Plan requires a plan for cart retrieval within 24 hours upon notification by the City of El Centro. Please provide the designated person's contact information below:		
Name _____	Phone _____	Email _____
If using a cart retrieval service, please provide the following information:		
Company Name _____	Phone _____	

3. REQUIRED STORE SIGNAGE

Please post the following sign in a visible location for the public to read. CALIFORNIA SHOPPING CART THEFT LAW – UNAUTHORIZED REMOVAL FROM PREMISES OR UNAUTHORIZED POSSESSION OF A SHOPPING CART IS A VIOLATION OF STATE LAW B&P CODE 22435. ANY REMOVAL MUST HAVE WRITTEN PERMISSION BY STORE MANAGEMENT. THANK YOU.
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1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for the company's financial health and for providing reliable information to stakeholders.

2. The second part of the document outlines the specific procedures for recording transactions. It details the steps from identifying a transaction to entering it into the accounting system, ensuring that all necessary details are captured.

3. The third part of the document discusses the importance of regular reconciliation. It explains how this process helps to identify and correct errors, ensuring that the company's books are always in balance.

4. The fourth part of the document addresses the role of internal controls. It describes how these controls are designed to prevent and detect errors and fraud, thereby protecting the company's assets.

5. The fifth part of the document discusses the importance of transparency. It explains how providing clear and accurate financial information helps to build trust with investors and other stakeholders.

6. The sixth part of the document discusses the importance of compliance. It explains how the company must adhere to all applicable laws and regulations to avoid penalties and maintain its reputation.

7. The seventh part of the document discusses the importance of continuous improvement. It explains how the company should regularly review its accounting processes and make adjustments as needed to stay current and efficient.

8. The eighth part of the document discusses the importance of communication. It explains how clear communication is essential for ensuring that all employees understand their roles and responsibilities in the accounting process.

9. The ninth part of the document discusses the importance of training. It explains how providing ongoing training and development opportunities helps to ensure that the accounting staff has the skills and knowledge needed to perform their jobs effectively.

10. The tenth part of the document discusses the importance of technology. It explains how using modern accounting software and tools can help to streamline the accounting process and reduce the risk of errors.

11. The eleventh part of the document discusses the importance of security. It explains how implementing strong security measures helps to protect the company's financial data from unauthorized access and theft.

12. The twelfth part of the document discusses the importance of documentation. It explains how maintaining thorough and accurate documentation is essential for supporting the company's financial statements and for resolving any disputes.

13. The thirteenth part of the document discusses the importance of ethics. It explains how adhering to a strong code of ethics is essential for ensuring the integrity and reliability of the company's financial reporting.

14. The fourteenth part of the document discusses the importance of collaboration. It explains how working closely with other departments and stakeholders helps to ensure that the accounting process is integrated and effective.

15. The fifteenth part of the document discusses the importance of staying current. It explains how keeping up-to-date on the latest accounting standards and regulations is essential for ensuring the accuracy and reliability of the company's financial reporting.

4. REQUIRED CART SIGNAGE

Each cart owned or provided by a business establishment shall have a cart identification sign permanently affixed to the cart. Identification sign must contain the following information:

1. The identity of the owner of the cart or the name of the business establishment, or both.
2. The address and or phone number of the business establishment's owner for cart return.
3. Notification to the public that the removal or possession of the cart off the premises is a violation of state law and the legal means for removal (owner's written permission).

Provide a sample of the statement to be affixed to carts for ordinance compliance. If a sticker is to be used as signage, attach a sample sticker, copy or picture.

5. AFTER HOURS CART STORAGE

Please indicate where carts are located. Check all that apply.

- Indoors Outdoors

Describe location and locking system: _____

6. ACKNOWLEDGEMENT STATEMENT

I/We _____ acknowledge that _____
(Print owner's name) (Business Establishment)

will comply with Chapter 16 Article XVIII of the City of El Centro Municipal Code regarding shopping cart containment, retrieval and abatement.

Signature

Date