

Cash Handling Policy

What is the policy about?

This policy sets out the procedures that members, staff and volunteers should follow when handling cash money on behalf of the Society should follow.

Why do we need to have this policy?

We need this policy to ensure that our procedures for handling cash money are the same in every part of the organisation, including in our conferences. These procedures are easy to follow and contain safeguards to protect members, staff and volunteers who are handling cash on behalf of the Society.

How does the policy apply to Members?

This policy will only apply to those members who handle cash on behalf of their conferences.

What does the policy ask of us?

Safe storage of cash

- Any cash, petty cash and floats should be stored securely in a locked non-removable safe, locked drawer or locked petty cash box.

Providing receipts

- When money is received from people we assist, the people we assist are issued with a receipt, either from a cash register (if this is applicable), or from an official receipt book
- If a receipt is cancelled, it should be marked 'void' and kept in the receipt book
- the following tasks should not be carried out by the same person:
 - receiving cash and issuing of receipt
 - counting of cash and preparing bank deposit slips
 - banking, and
 - bank reconciliation.

Counting of cash

- Where it is possible, the counting of cash should be carried out by two members on a rotating basis, so it is not always the same members doing this task.
- A cash counting sheet should be filled in and signed by the members who undertook the count.
- Where it is possible, another member should fill out the bank deposit slip.
- The counting of cash should happen out of the sight of people we assist and the public.

Banking

- Any banking of cash should occur by the next business day, and if this is not possible, within the next three business days.