

Cash Handling Policy of Marcoola Surf Club

1. Purpose

1.1 Marcoola Surf Club is committed to ensuring all staff involved in the handling of cash and cash equivalents are aware that they have a shared responsibility to ensure funds are received, held, processed, and deposited in a secure manner.

The Cash Handling Policy aims to provide a framework and process for cash handling and cash security that is responsible, safe and minimises the risk of loss or theft.

1.2 This policy aims to:

- ensure cash and cash equivalents received by the Club are fully accounted for and deposited to the Clubs bank account
- provide a framework for cash handling and the security of cash
- establish and maintain accountability for the flow of cash throughout the Club
- ensure that all employees are aware of their obligations when engaged in cash handling duties and tasks

2. Scope

2.1 The Cash Handling Policy applies to all employees, including full time, part-time, fixed-term and casual employees of the Club. The Cash Handling Policy may also extend to persons volunteering within the Club.

2.2 This policy will be made available via <https://www.marcoolasurfclub.com.au/staff-portal/>

3. Definitions

3.1 **Banking** means cash preparation and reconciliation for collection by Club's authorised collection agent for depositing with the bank.

3.2 **Cash and cash equivalents** refers to cheques and currency including notes and coins as well as gift vouchers, gaming vouchers and birthday vouchers.

3.3 **Cash handling** means the manual and electronic means of cashiering (cash, cheque, Eftpos, and credit card), floats (special events, collection of monies), banking preparation and reconciliation.

3.4 **Designated area** refers to those areas throughout the Club that are involved in cash handling including TAB, Keno, Bar tills, Bistro till, floats and banking.

4. Cash handling

This policy is to be read in conjunction with the Club's 'Finance Policy and Procedure Manual', and 'Operational Policy and Procedure Manual', which provides the detailed steps, responsibilities, and guidance in support of the following key principles:

- Bank Account Transactions
- Petty Cash Policy
- Gift Voucher Policy
- Fundraising and Donations
- Opening and Closing Procedures

- 4.1 The Club will provide a safe, healthy, and secure working environment that protects the welfare of Club employees and safeguards cash and personal records in transit or held at designated areas.
- 4.2 Managers responsible for designated areas will ensure that the cash handling policy and cash handling procedures will be provided to relevant employees, understood, and adhered to.
- 4.3 Finance will undertake regular risk assessments of both the physical and electronic cash handling environments to identify and prioritise high, medium and low risk cash handling locations.
- 4.4 Finance will ensure that designated areas are kept informed of cash handling best practice.

5. Responsibilities

- 5.1 All cash and cash equivalents must always be secured in a till, a safe, a float, the CRT or the ATM. The exception to this would be when in use and when conducting daily taking responsibilities.
- 5.2 All cash and cash equivalents must never be left unattended.
- 5.3 When cash is being transported it must be done discreetly and efficiently utilising the relevant case/bag provided.
- 5.4 For all movements of cash between the safe, petty cash tin and all floats a 'Cash Transfer Form' must be completed and kept in the relevant safe, tin or float.
- 5.5 Cash counting must be counted by two people to verify totals.
- 5.6 Cash counting must take place in a safe and secure environment.
- 5.7 When conducting daily takings responsibilities, the process must be followed through until complete without distraction until all monies are secured. If this is unavoidable, monies must be placed back in a secure safe or lockable till/ float until the task can be completed.
- 5.8 In addition to the above, when accepting cash for fundraising activities and donations, a receipt must be completed in the receipt book for each transaction.

6. Consequences of breach of the policy

- 6.1 Disciplinary action may be taken by the Club against any worker found to have breached this policy. Action will be appropriate to the breach and may include: an official warning and note on the worker's personnel file, a formal apology, counselling, demotion, transfer, suspension, or dismissal.

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