

Policy Title:	Summer Hill Public School Parents & Citizens Association Cash Handling Policy
Effective Date:	16 August 2016
Review Date:	1 August 2017

POLICY STATEMENT

This aim of the Cash Handling Policy is to minimise risk around the handling and collection of cash at P&C events. The Policy seeks to achieve a balance between having adequate control of cash and recognising that there are often limited numbers of P&C members and volunteers available to run events.

EVENT GUIDELINES

Electronic payment or EFTPOS systems should be used at events to collect cash if they are available.

The Treasurer or other P&C Executive member is to provide an appropriate float and lockable cash tin to the event organiser. The event organiser should count and verify the float amount on receipt.

Pricing for the event should be in round dollars.

The P&C has event insurance for losses of up to \$5,000. Additional insurance can be obtained through the P&C Federation via the P&C Executive.

The event organiser is responsible for cash collection and handling including:

1. Keeping cash in the lockable tin;
2. Keeping a record of event sales and performing a sense check of the takings, allowing for the float, and providing the record of event sales to the Treasurer ;
3. Counting takings on the day of the event and having a second person verify the amount;
4. If possible, event costs should be prepaid by the Treasurer or paid on invoice after the event. If costs are paid at the event, the event organiser is to obtain a receipt for the cost and provide these to the Treasurer as soon as possible after the event;
5. Banking the takings into the P&C account on the day of the event using a deposit ATM and a deposit card provided by the Treasurer;
6. Reporting any discrepancies to the Treasurer or other P&C Executive member.

If tokens, vouchers or cash equivalents are used at an event then the same controls apply to these.

SPRING FAIR GUIDELINES

The following guidelines apply to the Spring Fair in addition to the Event Guidelines outlined above.

Price points will be determined by the Fair Coordinator in conjunction with each stall coordinator and should be set in round dollars. Exceptions to this are to be agreed by Fair Coordinator.

Float amounts for each stall will be determined by the Fair Coordinator in conjunction with the stall coordinator, with higher turnover stalls holding higher floats.

The Fair Coordinator will advise all stall coordinators who will be the cash collectors. All cash collections will be undertaken by at least two people together.

The Fair Coordinator will provide each stall coordinator with:

1. A lockable cash tin;
2. A cash float;
3. A Cash Run Sheet;
4. Cash Collection Bags;
5. Pre-numbered Cash Receipt Dockets with the name of the Stall.

Each stall coordinator will:

1. Count cash (or at least Notes) at the Stall;
2. Place the cash in a Cash Collection Bag along with a Cash Receipt Docket with the amount of cash written on the Docket;
3. Record the amount of cash in each Cash Collection Bag on the Cash Run Sheet;
4. Pass each Cash Collection Bag to the Cash Collectors;
5. Deliver the Cash Run Sheet at the end of the day to the Counting House.

The Cash Collectors will be appointed by the P&C Executive and the Fair Coordinator and will:

1. Always operate together as a pair. One of the Pair may be a Security Guard;
2. Collect from Stalls at a frequency advised by the Fair Coordinator or by designated Fair Committee members;
3. Sign the Cash Run Sheet at each stall to confirm they collected each Cash Collection Bag;
4. Deliver the Cash Collection Bags to the Counting House as soon as possible after collection;


The Counting House Manager will be a member of the P&C Executive or be appointed by the P&C Executive. The Counting House will operate as follows:

1. Access to the Counting House will be restricted to the Counting House Manager, the P&C Executive, the Fair Coordinator and the Money Collectors;
2. Two people must be in the Counting House at all times;
3. One person in the Counting House will count and verify amounts in each Cash Collection Bag delivered by the Money Collectors.
4. A separate person will record the amount in the Counting House Run Sheet.
5. Any discrepancies between cash counted and the Cash Receipt Docket will be noted in the Counting House Run Sheet, after rechecking.
6. The Counting House Manager will arrange for cash to be taken periodically during the day by two Security Guards to the bank or a Deposit ATM for banking. Receipts for each banking will be returned to the Counting House.
7. Deposit ATM receipts will be checked by the Counting House Manager and reconciled to the Counting House Run Sheet.
8. All discrepancies should be immediately advised to the Fair Coordinator or P&C Executive member.

SAMPLE Stall Run Sheet				
Bag Number	Time	Amount	Stall Holder Initials	Collector Initials
1				
2				

SAMPLE Counting House Run Sheet					
Bag Number	Time	Amount	Stall	Collector Initials	Counting House Initials

APPROVAL

Approved by P&C Executive & Membership	
Signature: 	
Date: 16/8/2016	President
Meeting number and date:	16 August 2016
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