



CASH HANDLING POLICY - CANTEEN

The Ridgewood Athletics Centre's largest source of fundraising is through canteen sales. As the process involves the handling of large amounts of cash, to protect both the Centre and any individual in the process, the following policies will apply to the control and safe keeping of the monies.

Till Float

An amount of \$200 will be allocated to the Canteen Manager at the beginning of the season to be used as a cash float for the till. The Canteen Manager will ensure the money is broken down into suitable denominations for change. At the beginning of each competition day, the Canteen Manager will count the till float with an Executive Committee Member.

At the end of the season the Canteen Manager will return the float to the Centre Treasurer, who will bank the monies into the Centre bank account.

Supplies Float

An amount of \$600 will be allocated to the Canteen Manager at the beginning of the season to be used as a cash float for the purpose of purchasing weekly supplies for the canteen. The Canteen Manager will meet with the Centre Treasurer (or another Executive Committee Member if they are un-available) on a weekly basis to reimburse the Canteen Manager any supplies purchased during that week. The Canteen Manager will be reimbursed for all supplies purchase to return the float to \$600.

At the end of the season the Canteen Manager will return the float to the Centre Treasurer, who will bank the monies into the Centre bank account.

Competition Day Canteen Sales

The Canteen Manager will be responsible for all canteen takings during canteen opening times. The Canteen Manager must ensure the safekeeping of, and control of access to the money during this time.

The Canteen Manager is responsible for the processing of all payments through the Tyro EFTPOS machine. No volunteers within the canteen will be allowed to process EFTPOS transactions.

At the end of the competition day, the Canteen Manager will count the canteen takings, including the float with an Executive Committee Member. The total amount of cash will be recorded on the canteen takings sheet and signed by both the Canteen Manager and Committee Member. The Canteen Manager will return the centre phone and Tyro EFTPOS machine to the Executive Committee Member at the end of the competition day.

The \$200 float will be returned to the Canteen Manager to arrange change for the following week, and the balance taken home by the Executive Committee member to be passed onto the Centre Treasurer. The money is to be banked into the Ridgewood Athletics Centre bank account as soon as possible after competition day.

A receipt will be issued by the Centre Treasurer matching the amount banked with the canteen takings sheet (after cash float).

