



CASH HANDLING POLICY - UNIFORM SALES

The Ridgewood Athletics Centre sells uniforms in the normal course of business. 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.

The Registrar will be responsible for the sales, ordering and control of all Centre uniforms.

Till Float

An amount of \$100 will be allocated to the Registrar at the beginning of the season to be used as a cash float for the uniform cash tin. The Registrar will ensure the money is broken down into suitable denominations for change.

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

Uniform Sales

The Registrar will be responsible for all uniform sales during the season. The Registrar must ensure the safekeeping of, and control of access to the money during this time.

A receipt will be issued to the purchaser for every item of uniform purchased.

At all times, the total amount of cash in the uniform cash tin must be equal to the sum of all receipts plus the float. At regular intervals during the season (minimum twice per month before Xmas break, and minimum once per month thereafter) the Registrar will count the uniform takings, including the float with the Centre Treasurer. The total amount of cash will be recorded on the summary page at the front of the receipt book and signed by both the Registrar and Centre Treasurer.

The \$100 float will be returned to the Registrar to arrange change, and the balance taken by the Centre Treasurer, to be banked into the Ridgewood Athletics Centre bank account as soon as possible.

The Registrar is responsible for all transactions made by EFTPOS for uniform sales. Only the Registrar is to process payments via EFTPOS. A receipt will be issued to the purchaser for every item of uniform purchased, with EFT to be noted on the receipt if paid by EFTPOS.

The amount banked must match the total in the uniform receipt book.

