

Cash Management Policy

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This policy is to be followed when handling cash for ticketed events, selling merchandise, selling products or any other time an Association will be counting and banking cash.

The process for managing cash is:

- 1) Any cash collected must be counted at the end of the day or after the event is over.
- 2) One person must count and record the cash, and another person must observe this process.
- 3) The person counting the cash must fill in a bank deposit slip and sign/date the slip
- 4) A third person, who is always a bank signatory, must take the bank deposit slip to the nearest bank depository.

This process must be followed every time, and if the process is not followed and cash is handled/managed differently then the Association could be exposed to theft or fraud.