



## Turner Valley Golf Club

### Cash-Handling and Storage Policy

#### Intent

To ensure proper and consistent cash handling and storage procedures.

#### Policy

At no point may cash be left unattended. This measure has been adopted to avoid the potential for theft or robbery. All cash accepted must be deposited into an appropriate storage device, e.g. register, safe or lock-box.

Access to the safes must be limited to authorized personnel only, including management and department managers.

Delivery of cash to the bank shall be performed by Administration Manager, or General Manager. Deposits to the Bank must be done no less than weekly, preferred daily.

### Guidelines for Cash Collection Points

- All cash collected must be accepted and received using a cash register, and a receipt must be generated. This measure has been adopted to ensure that all transactions are properly recorded, and documentation is created.
- Cash collection points will be provided with a Cash Float to ensure that transactions may be completed efficiently, and change may be made appropriately.
- All cash-out procedures are followed by all employees.
- Cash received and counted at the close of business must balance with the records indicated by the registers (Tee-On).
- All information entered in the Cash Reconciliation form. The amounts for each tender must balance to Tee-On. If not make notes to why it doesn't balance. The Cash-outs are to be verified by the department manager the following business day.
- Any cheques that are accepted must be made payable to Turner Valley Golf Club.
- Prior to the delivery of cash for deposit at the bank, a deposit slip must be created stating the total amounts.

### Acknowledgement & Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Cash Handling and Storage Policy of Turner Valley Golf Club. Further, I agree to adhere to this Policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this Policy, I may face disciplinary action, up to and including termination of employment.

Signature: \_\_\_\_\_