



**Title: Cash Handling Policy**  
**Section: Organisational**

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### **Policy Statement**

UBC recognises the importance in proper handling of cash and cash equivalents. UBC receives cash and cash equivalents from a variety of sources and anyone who receives funds on behalf of UBC have has a shared responsibility to ensure the funds are received, held, processed and deposited in a secure manner.

### **Purpose and Scope**

- To ensure that all cash and cash equivalents received by UBC are fully accounted for and deposited to UBC bank accounts.
- To provide a framework for cash handling and the security of cash.
- To establish and maintain accountability for the flow of cash through UBC.
- Outline the consequences in breaching this policy.
- This policy applies all Directors, Employees – full-time and part-time and all volunteers and members.

### **Definitions**

UBC: The Uncle Bobs Club

State Committee: Directors of the Uncle Bobs Club

### **Policy**

1. Only authorised and appropriately trained personnel will undertake cash handling, banking and related duties.
2. Wherever possible, a segregation of duties will be maintained so that no individual has responsibility for more than one of the following actions;
  - a. Receipting cash and the issue of receipts
  - b. Undertaking banking functions
  - c. Verifying bank totals and undertaking account reconciliations.

3. Suitable documents, records and evidence of review will be maintained in support of cash transactions, balances, handovers and transfers.
4. All cash transactions and transfers will be authorised by an appropriate level of authority specified in UBC's cash handling procedures, which is to include;
  - a. Procedures for the handover of cash handling duties during fundraising events if required.
  - b. Procedures to confirm end of day and start of day cash balances during fundraising events.
5. Procedures will be developed to account for and report cash discrepancies:
  - a. Discrepancies will be reported to the State Treasurer.
  - b. On approval, discrepancies will be processed as an expense or income (Separate receipt) and not netted off against receipt totals.
  - c. Repeat or large discrepancies will be subject to independent review.
6. Cash on hand or in-transit will be physically secured and access limited to authorised personnel only. At Head Office or Branch and Group sites, any cash stored will be in a locked and secure location when not in use:
  - a. All cash must be kept secure in a locked drawer, container or safe and is not to be left unattended.
  - b. Cash in use (e.g. in cash registers or locked cash drawers) will be restricted to amounts necessary to effect customer transactions.
  - c. Overnight cash held at any UBC premises will be restricted to maximum amounts specified in UBC's Cash Handling Procedures per head office, branches and groups.
  - d. All cash received must be banked on a regular basis at a frequency specified in UBC's Cash Handling procedures for head office, branches and groups.
  - e. Only UBC cash may be stored in UBC safe-keeping devices.
  - f. The borrowing or taking of cash from any float or till for personal benefit is prohibited.
  - g. A receipt must be issued for all transactions, in accordance with UBC's Cash Handling procedure for approved receipting for head office, branches and groups.
7. Cash disbursements of Petty Cash will be restricted to only when a receipt is received.
8. Regular risk assessments will be undertaken to identify and prioritise high, medium and low risk cash handling locations.
9. The President and/or Treasurer of head office, branches and groups will ensure the key principles contained in this policy are available to employees, volunteers, and members of UBC, that they are understood and implemented by all relevant employees, volunteers and members, and that current documentation must be maintained of all cash handling procedures and processes including;
  - a. Security and safety procedures for transporting cash.
  - b. A daily record and reconciliation of cash taken and receipted at fundraising events.

- c. A reconciliation of manual receipts to cash on hand.
  - d. A record of cash transfers for banking.
  - e. A record and explanation of cash discrepancies.
10. Sufficient controls must exist to safeguard and confirm amounts transferred for banking.
11. An independent internal audit process will be undertaken at a frequency determined through risk assessment and specified in UBC's 'Cash Handling' Procedures. The objective of the internal audits must ensure that:
- a. Appropriate procedures and controls are in place to facilitate the safe handling, storage and transfer of cash.
  - b. Relevant UBC employees, volunteers and members are aware of and competent to perform the cash handling responsibilities attached to their functions.
  - c. Evidence exists validating the appropriate and accurate implementation of cash handling procedures.
12. Suitable procedures must be developed for the reporting, correction and escalation of issued uncovered during internal audits.

#### Disciplinary Procedures

If any volunteer, staff, member or director, is found to be in breach of this policy, they will face disciplinary action. This action will be determined by State Committee, or if it is deemed necessary, a specially formed committee. Actions taken by UBC may vary from a written warning, up to termination of employment or cessation of engagement with the organisation. There will also be full cooperation with the relevant legal authorities.

#### Charter of Human Rights Compliance

It is considered that this policy does not impact on any human rights identified in the Charter of Human Rights & Responsibilities Act 2006.

#### Review

This policy and related procedures will be reviewed every three years, unless changed circumstances require earlier review.

**Associated Policies, Procedures and Other Documents**

- Finance Policy
- Investment Policy
- Fraud Prevention Policy
- Finance Procedure Manual
- Cash Handling Procedure Manual
- Fraud Prevention and Detection Strategy

**References**

- N/A

Policy Name: Cash Handling Policy

Responsible Director: State Treasurer

Functional Area: Organisational

Date adopted: 25 November 2018

Review Date: 25 November 2021

**Review History**

Date	Review Details	Action

## CASH HANDLING POLICY

I confirm I have read and understood the Cash Handling Policy

Staff Signature ..... Date .....

Print Name .....