

Cash

Policy No. 209

Policy Statement: Procedures for controlling cash must be established, documented and followed.

Intent of Policy: Due to the universal usefulness of cash, measures are necessary to minimize risk and loss.

- Procedure:***
- a) The Parish Finance Committee is responsible for ensuring that appropriate controls and safeguards are in place to protect cash. (See Cash Controls Checklist - Appendix 209A)
 - b) A detailed cash handling procedure is to be provided to all staff/volunteers involved in cash handling.
 - c) The cash handling procedure will be reviewed and updated periodically by the Parish Finance Committee.
 - d) Other cash handling procedures:
 - use pre-numbered receipt book to record miscellaneous cash received.
 - keep all cash in a secure location.
 - make bank deposits as soon as possible.

Refer to Policy:

- No. 208 Bank Accounts
- No. 210 Disbursements
- No. 212 Collections
- No. 230 Parish Finance Committee