



ISD Cash Handling Procedure

To ensure volunteers handling cash are protected by an appropriate check-up system that will not give a third party room to make unfounded accusations, which cannot be refuted because of poor cash handling practices.

Procedure for a volunteer

1. Sign in and Out of Volunteer Register – So we know which volunteers are involved in handling cash
2. Cash should be placed directly into a cash box (not place in apron or pockets)
3. Cash should not be left unattended
4. Cash should be collected regularly by designated volunteers /staff throughout the event
5. Cash should be counted by two people to verify totals
6. Cash counting must take place in safe and secure environment
7. The ISD cash handling Form should be completed and provided to Treasurer with all monies collected
8. Place the box into allocated office room drawer
9. Lock the door
10. All funds must be deposited into bank account of the society no later than 5 working days after receipt or as soon as practicable after that day.