

---

# Cash Handling and Bank Lodgement Policy

---

Policy Area	Cash Handling and Bank Lodgements Policy 2024
Policy no.	Policy no. 63
Policy version	Version number 1
Policy operational date	22.01.2024
Policy review date	22.01.2026

## Cash Handling Policy

- Our Standard is:
- To receive payment for bills and account for in line with BCFRC Credit Policy

<p><b>Operate petty cash services Procedures professionally</b></p>	<ul style="list-style-type: none"> <li>- personnel ensure.</li> <li>- All transactions are recorded and include details on purpose, date, amount and contain an authorised signature.</li> <li>- personnel ensure that all appropriate receipts are held and filed correctly.</li> <li>- personnel ensure that the petty cash float is reconciled and balanced each day.</li> <li>- If you do not have a petty cash float at reception—make sure to reconcile with Supervisor before end of shift to balance.</li> </ul>
<p><b>Record and bill charges for services to customer accounts in an accurate and efficient manner</b></p>	<ul style="list-style-type: none"> <li>- personnel liaise with all departments to ensure that all charges incurred by customers for services in BCFRC are recorded and correctly posted.</li> <li>- personnel are competent in handling all payment types, as required.</li> </ul>
<p><b>Conduct all billing, payment, and control procedures accurately and efficiently always</b></p>	<ul style="list-style-type: none"> <li>- If there is no account in place—a credit check form must be completed.</li> <li>- Otherwise, full payment is made prior to departure.</li> <li>- personnel are fully competent in handling all payment types and defined procedures are followed.</li> <li>- personnel can professionally and accurately make end of shift cash reconciliations.</li> </ul>

## Policy for Bank Lodgements

- It is the responsibility of the Accounts Manager to plan each lodgement based on the amount in the safe.
- A lodgement must take place at least once fortnightly.
- The Accounts Manager will be accompanied by one of the senior management team for the duration of each lodgement.
- The date and time of each lodgement will be different days and times to ensure maximum security for personnel safety.
- A copy of this policy will be printed ahead of each lodgement and signed by both the Accounts Manager and nominated Senior Staff Member, which will then be filed in designated folder stored in Accounts Office.
- Should cash intake increase over a sustained period it is agreed that torc.CFRC will consider outsourcing lodgements to a cash security company.
- This policy will be reviewed or sooner should circumstances change.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_  
Accounts Manager

Date: \_\_\_\_\_  
Voluntary Board of Directors

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Review

This policy will be reviewed in 3 years or sooner should circumstances change.

Signed: \_\_\_\_\_ (Chairperson)

Date: \_\_\_\_\_