

COMMUNITY CARE PETERBOROUGH**Standards, Policies and Procedures**

Policy Name: Cash Handling & Security

Policy Number: ADM-1-115

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Date Approved: September 28, 2005

Date Revised/Reviewed: Aug 27, 2018

SCOPE

Director of Finance and Administration, all local service offices and departments.

RATIONALE

To establish a standard for the management of cash handling and security.

POLICY

All CCP local service offices and departments handle cash used in the day-to-day operations in a manner that ensures its security.

All local service offices and departments follow the same procedures for cash handled (petty cash, fundraising revenue, donations and/or fees). Employees managing cash are responsible to ensure that cash is handled appropriately in their absence.

PROCEDURES**Petty Cash**

1. All petty cash is to be kept secure at all times. Petty cash boxes are to be kept in a locked file cabinet drawer, desk or other lockable storage. If possible, the cash box itself is to also be locked. Employees managing cash are responsible to ensure that the cash box is secure at closing time.
2. Only the employee managing cash or designate will have access to petty cash. Keys to cash boxes are kept by the employee or designate.
3. All petty cash disbursements must be accounted for using the Petty Cash form.
4. Submission of petty cash and replenishment is done in accordance with policy ADM 1-110.

Fundraising Revenue, Fees, Donations and Other Revenue

5. A minimum amount of money is to be kept available during office hours for use in making change for cash transactions.
6. All revenue, fees and donations must be recorded on the Deposit Reconciliation for submission to the Finance Department. If the Finance Department is not available, all revenue will be deposited in the drop safe located at the Administration office.

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7. All revenue must indicate the type of transaction, the amount and the form (cash or cheque). The person receiving the funds must record the transaction in CIMS.
8. All revenue is stored in a locked file cabinet or desk when the office is closed.
9. Submission of Deposit Reconciliations should be made periodically or at the conclusion of a major fundraising activity. All revenue for the month needs to be submitted on a timely basis to be captured on the financial statements.

Caremobile and Community Care Van Fees

10. Specialized Transportation Drivers handle all fees. They record the fees received on the Daily Duty Sheet.
11. All fees are reconciled at the end of the day and securely stored when the vehicles are not in operation.
12. The Daily Duty Sheets and fees are submitted to the Finance Department weekly. If the Finance Department is not available, all revenue will be deposited in the drop safe located at the Administration office.

Approved:  Date: 27 Aug. 2018
(Signature – Executive Director)

Reference

ADM-1-110 Petty Cash