



Fremantle Volleyball Club Cash Handling Policy

Purpose: To ensure control and safekeeping of club cash assets.

- Petty cash should be accessible by authorised parties only.
- Excess cash (cash above an agreed upon float), should be banked as soon as practicable.
- Petty cash can only be handed out as reimbursement when a receipt is produced.
- When cash is handed off as reimbursement, the person accepting the cash should count the cash before accepting it.
- Bank deposit slips should match the cash sheets.
- Records should be kept on all cash handling deposits.
- Any discrepancies between calculated cash on hand and actual cash on hand must be investigated.

Policy written: March 23, 2020

Policy updated: March 23, 2020