



Policy:	Cash Handling
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5.0 Definitions

1.0 Purpose

To ensure that cash handling practices are consistent and transparent across all RAC branches and events.

2.0 Scope

This policy applies to all RAC committee members and volunteers that handle payments of any form.

3.0 Policy statement

3.1 Cash donations:

Any cash given to RAC on a ride or an event must be stored in, and entry recorded, on the cash reconciliation sheet kept in the secure cash box provided for this purpose.

3.2 Cash box and Petty Cash:

Cash funds must not be left unattended. Cash funds must be stored in a locked cash box. Only the responsible person may have access to the petty cash fund as approved by the Branch or National Treasurer.

No more than \$300.00 is to be kept in the cash box. Anything over this amount needs to be banked into the RAC bank account, the amount banked taken off the balance, and what this amount is made up of is to be recorded on the Cash deposit form, also for reconciliation purposes.

Petty cash should only be used as a convenient method to pay nominal supply expense claims and is not intended for larger payments or frequent payments, which should be reimbursed through Accounts Payable.

The funds may not be used for personal loans.

3.3 Eftpos transactions:

At events a designated person as approved by the branch or national treasurer will have access to eftpos either via their phone or other option that has been provided by the national treasurer. Full training will be given before the event. No cash out option will be available.

3.4 Internet banking: Wherever possible all transactions are to be encouraged via internet banking, using appropriate references.

3.5 Receipts:

All receipts must be kept. In the case of reimbursement for expenses, these are to be attached to the expense reimbursement form to be submitted to the RAC Treasurer.

4.0 Roles, responsibilities and delegations

ROLE	RESPONSIBILITY
National Treasurer	Oversee and coordinate all treasury transactions
Branch Treasurer	Oversee local cash handling as per this policy
Event volunteers	ensure cash handling as per this policy

5.0 Definitions

Cash: All monies received, be it cash, eftpos or bank transfer.

Cash Float: opening balance of cash, including bills and coins, used for the purpose of making change.

Petty Cash: cash on hand that is used for paying small amounts owed for expenses, or reimbursement of expenses.

Point of Purchase: the time and place where a transaction for goods and services is completed. The product or service is provided at the time the payment is received.