

Cash Handling Policy

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Applies To:	All NUSA Employees and Elected Student Members
Responsible Officer:	General Manager
Authorisation:	Approved

Cash Handling Policy

1. Introduction

Newcastle University Students' Association (NUSA) is committed to providing a framework to effectively manage the risks inherent in cash handling and ensure financial and service delivery obligations are fulfilled.

This policy must be read in conjunction with the NUSA Delegations of Authority and the NUSA Expenditure Guidelines.

2. Policy Intent

This policy is intended to establish, develop and maintain a system for the adequate handling of cash by NUSA staff, Council members and Executive members, ensuring accountability, transparency and avoiding fraud.

3. Policy Scope

This policy applies to NUSA staff, Council members and Executive members who may handle cash or operate the till in the course of their duties in the NUSA Building.

4. Relevant definitions

In the context of this policy:

Cash means coins, notes, electronic and credit card transactions, cheques, currency (notes and coins) and cash equivalent items such as gift vouchers, taxi cab vouchers and parking permits.

Cash handling means petty cash, manual and electronic means of cashiering (cash, cheque, eftpos and credit card), floats, banking preparation and cashier reconciliation

Banking means cash preparation and reconciliation for collection by NUSA' authorised collection agent for bank deposits.

Cashier means authorised NUSA staff, Council members or Executive members responsible for receiving and receipting cash

5. Cash Handling

1. NUSA must provide a secure work environment that will protect the welfare of staff and authorised agents and safeguard cash. All NUSA staff, Council members and Executive members responsible for handling cash and those who are entrusted with the receipt, deposit and reconciliation of cash for NUSA related activities are to ensure the appropriate controls, security, receipting and authorisations to ensure cash losses are minimised. Cash handling information must not be disclosed or discussed with anyone other than authorised NUSA personnel.
2. NUSA will implement and ensure compliance with procedures for cash handling. The General Manager must regularly review and maintain current documentation of all cash handling procedures and processes applicable to NUSA's business operation.
3. Appropriate receipting systems must be implemented where cash handling is performed. An official receipt must be offered to all customers, and receipts for EFTPOS transactions must be kept in the till and handled as currency.
4. The cash float, amounting to \$150 in currency, must be counted, reconciled and authorised both prior to the opening of the NUSA building and at the conclusion of the day's business.
5. Cash must not be left unattended unless secured in the safe.
6. Only NUSA cash is to be stored in the safe and borrowing or taking of cash from the float or till for personal use is not permissible under any circumstances.
7. Cash may only be transferred with the direct authorisation of the General Manager, unless formal prior arrangements have been made with the General Manager.
8. All banking and cash transactions are to be reconciled on a daily basis by the staff member and reviewed by the General Manager or an authorised staff member. This activity must take place after business hours and not within the presence of customers. Any security concerns or discrepancies are to be investigated and reported to the General Manager for review.
9. Petty cash and cash equivalent items are governed according to the NUSA Expenditure Guidelines.

6. In the event of a robbery

NUSA staff, Council members and Executive members should:

- Remain calm.

- Stand still and take a submissive position with your hands visible.
- Do not make any sudden movements, attempt to resist or contact help.
- Obey all instructions exactly.
- Do not do any more or less than instructed.
- Do not speak unless spoken to and avoid eye contact.
- If instructed to do something, make your actions deliberate, do not make any sudden movements or move too slowly which may aggravate the robber.
- If safe to do so, observe any small details of the robber and make a mental note of shoes, hair colour, height, weight, clothing, weapons, scars, tattoos, speech and vehicle details – make, model, colour, registration, direction of travel.
- If not directly involved, stay away from the area and call “000” for assistance if it is safe to do so.
- Do not chase the robber; simply take note of the direction of departure.

7. Responsibility/Council members

1. All NUSA staff, Council members and Executive members must be aware of this policy, especially staff with cashier and customer service responsibilities.
2. The NUSA Finance Committee is accountable for ensuring that the procedures are regularly reviewed, updated and implemented and for ensuring compliance with this policy.

Version	Date	Modified by	Details
0.1	11/07/2017	GM	Initial Draft
	31/11/2017	NUSAC	Approved for use.