



Beaumont Soccer Association

BEAUMONT
SOCCER

F007- Cash Handling Policy

Adoption Date:

Revision No: 1

Policy Type				
Administrative	Board	Financial	HR	Technical

1. Definitions

- 1.1. **'Float'** a predetermined amount of monies provided for an event by the Treasurer.

2. Policy

- 2.1. During an event that requires money transactions, a cash float will be provided by the Treasurer. The volunteer receiving the float will verify the amount prior to using the money and sign the provided Float Sheet.
- 2.1.1. At the end of the event, all cash must be counted by two volunteers to verify the amount. The amounts will be recorded on the provided Float Sheet.
- 2.1.2. Cash needs to be stored in a locked, secure location until it can be transferred back to the Treasurer.
- 2.2. In the case where cash is provided for apparel purposes (BSA branded apparel, soccer socks, etc.), the Board Member receiving the money will place the money in an envelope and keep it secure until it can be transferred to and verified by the Treasurer. Additionally, they can place it in the drop box at the BSRC after advising the Administrator.
- 2.3. Cash received needs to be deposited within 7 business days upon receipt. All deposits must be recorded in BSA's accounting system, including the amount and purpose of payment. The deposit slip from the bank is to be kept with the records.
- 2.3.1. These records should be reviewed regularly by the Executive Team and Board of Directors to ensure transparency.

- 2.4. All cash disbursements must be supported by proper documentation and approved by the Board of Directors. Cash should only be disbursed for valid organizational expenses.

3. **Change Control**

Change Description	Approved on Date
New policy	