

# **Doveton Show Cash Handling Policy**

## **1. Purpose**

The purpose of this policy is to establish clear guidelines for the handling, collection, storage, and accounting of cash during the Doveton Show to ensure the security and integrity of all funds.

## **2. Scope**

This policy applies to all committee members, volunteers, and any other personnel involved in the handling of cash at the Doveton Show.

## **3. Cash Delivery and Initial Collection**

### **1. Morning Cash Delivery:**

- Cash for the Doveton Show will be delivered on the morning of the event by a designated secure courier service.
- Upon delivery, two committee members must be present to receive and sign off on the cash delivery.
- A log of the cash amount received, including denominations, will be maintained and signed by both committee members.

## **4. Cash Handling During the Show**

### **1. Ticket Booth Operators & Collections:**

- Ticket booth operators will be over the age of 18 and at least two unrelated people on a booth at all times, with one being a committee member.
- Throughout the day, cash collected at the ticket booths will be periodically retrieved.
- Each collection will be conducted by two committee members.
- The collected cash will be placed in secure containers and transported directly to the designated office.

### **2. Gate Collectors and Bin Collections:**

- Gate collection operators oversee and facilitate the collection of optional gold coins and cash donations from attendees.
- Cash should never be handled by operators, with attendees placing cash in provided secured locked bins at each entrance point.
- The locked bins will be collected periodically and replaced with empty bins during show day to allow for efficient counting and risk management of high cash in public.
- Each collection will be conducted by two committee members.
- The collected cash will be transported to the locked office for counting.

### **3. Office Storage and Counting:**

- The office used for cash storage and counting must be locked at all times.
- Unauthorised individuals are not permitted to enter the office.
- All cash brought to the office will be counted by at least two committee members.
- A log of each counting session, including the total amount counted and the names of the committee members present, will be maintained.

## **5. Secure Storage and Transfer**

### **1. Office Security:**

- The office must remain locked when not in use.
- Access to the office is restricted to authorised committee members only.
- A secure safe will be used for the temporary storage of all cash until it is collected for deposit.

### **2. Cash Collection and Deposit:**

- At the end of the show, all collected cash will be prepared for collection by a pre booked secure armed guard service.
- The secure armed guard will pick up the cash for machine counting and direct deposit into the Doveton Show account.
- A receipt of the deposit will be obtained and retained for the Doveton Show's records.

## **6. Documentation and Record Keeping**

### **1. Log Maintenance:**

- Detailed logs of all cash handling activities must be maintained.
- Logs will include information on cash received, collections from ticket booths, counting sessions, and bank deposits.
- All logs will be signed by the committee members involved in each activity.

### **2. Audit and Review:**

- The cash handling logs and procedures will be subject to periodic audits by an appointed auditor to ensure compliance with this policy.
- Any discrepancies or issues identified during the audit will be promptly addressed and corrected.

## **7. Training**

### **1. Committee Member Training:**

- All committee members involved in cash handling will receive training on this policy.
- Training will cover secure cash handling procedures, documentation requirements, and the importance of maintaining security and integrity in all cash handling activities.

## **8. Refund Process and Policy**

### **1. Refund Requests:**

- Refund requests for unused tickets at the end of the show, once ticket sales have closed, will be considered on a case-by-case basis by the Treasurer and Assistant Treasurers.
- Gate collectors will refer all refund requests to the Treasurer and Assistant Treasurers for consideration.

## **2. Criteria for Refunds:**

- Refunds are likely to be granted for health reasons or other extenuating circumstances, such as sick children.
- Each refund request will be evaluated based on the specific situation and supporting information provided by the requester.

## **3. Processing Refunds:**

- If a refund is approved, the Treasurer or an Assistant Treasurer will document the approval and the amount to be refunded.
- The refund will be processed promptly, and a record of the refund will be maintained for auditing purposes.

## **9. Enforcement**

### **1. Compliance:**

- Adherence to this policy is mandatory for all committee members and volunteers.
- Failure to comply with the policy may result in disciplinary action, including removal from committee duties.

## **10. Policy Review**

### **1. Annual Review:**

- This policy will be reviewed annually by the Doveton Show Committee to ensure its effectiveness and applicability.
- Any changes to the policy will be documented and communicated to all relevant personnel.

This policy is effective as of [Date] and remains in force until revised or revoked by the Doveton Show Committee.