



BUCKLEY PARK CRICKET CLUB INC.

CASH HANDLING AND PURCHASING POLICY

Purpose

This Policy is established to ensure safe and accurate handling of all financial transactions. It provides a procedure for the BPCC Committee of Management (CoM) to manage and monitor all cash inflows and outflows, maintaining financial integrity and accountability. This policy ensures that all designated cash handling persons are aware of their obligations when engaged in cash handling duties and tasks.

Cash Storage & Management of Cash/Float

- As part of lock up procedures petty cash must be counted, documented, signed off and stored in the till after each week that the club is open.
- Cash must be counted in a secure environment.
- Any variances are to be reported to the Treasurer and President.

Cash Transactions & Record Keeping

- All cash received must be recorded by using Square.
- If an item is not covered in the system, it is to be recorded with reason for transaction e.g. match fees and placed in the till and stored in the safe as part of the lock up procedure.
- Match fees taken in cash and payments of umpires are to be recorded by club captains at the completion of each day and provided to a member of the CoM and put in the till.
- All transactions will be reconciled by the Treasurer in alignment with reporting requirements.

Banking

- No more than \$150 cash is to be stored on site and once this amount is reached, the variance is to be counted by 2 No. CoM representatives and noted on a cash count sheet.
- Once a cash count sheet is filled out, it is to be co-signed by 2 No. CoM representatives and is to be provided to the nominated person to deposit in the clubs bank account.
- Bank deposit receipts should match the cash sheet records.
- Bank deposit receipts are to be sent electronically to the Treasurer for record keeping.
- Any variances are to be reported to the Treasurer and President.

Reimbursement of Cash Transactions

- Approval by the Treasurer, Vice-President or President must be provided prior to any cash transactions not using BPCC managed assets.
- A receipt is to be electronically communicated to the treasurer with details of the transaction type, who provided approval and what was the reason for not using BPCC owned facilities.
- Banking details for reimbursement is to be provided for reimbursement
- Upon receiving the Treasurer will transfer the amount owed within five (5) business days of receiving the documentation required.



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Power to Amend

This policy can be amended at any time by the CoM, if the CoM, is of the opinion that such an amendment is necessary, including, but not limited to the discovery of a drafting error or oversight, or for any other reason determined to be in the best interests of Buckley Park Cricket Club. The CoM shall not be responsible or liable in any way to anyone because of any such amendment.

Michael Moloney
Club President