



Thompson Rivers Parks & Recreation District Cash Handling Procedures

Mad Russian Event Center

1. Purpose

To establish a consistent method for handling, recording, and safeguarding cash within TRPR. These procedures ensure accountability, accuracy and compliance with financial policies.

2. Scope

This procedure applies to all TRPR staff, volunteers, and contractors involved in cash collection, handling, depositing, and reconciliation.

3. Definitions

Cash: Currency, coins, checks, and money orders

Point of Sale (POS): The system or location where payments are received.

PROCEDURE:

Starting Cash: \$175.50

- The Mad Russian Event Center Manager is responsible for retrieving the Starting Cash out of the Mad Russian Event Center Safe, which is located inside the white cabinet, inside the storage closet, which is inside the kitchen at the Mad Russian Event Center. The key to open the white cabinet is in a lock box mounted on the wall above the white cabinet. The key to open the white cabinet is in a lock box

mounted on the wall above the white cabinet. The code for this lock box is 320 (like the MAC address.) It is key #3. He or She will give the Starting Cash to the Mad Russian Bartender on duty in a dark blue bank bag labeled “MR Event Center.”

- The Mad Russian Bartender is responsible for counting the Starting Cash and recording it on the MR Event Center Opening Cash Report.
- The MR Event Center Opening Cash Reports are in the drawer below the cash drawer in the bar. *(If the bartender notices he or she is taking the last report, please make copies before writing on it.) The copier is located in Ellen’s Office.*
- Once the Mad Russian Bartender has counted the Starting Cash and has completed the MR Event Center Opening Cash Report, the Starting Cash is placed in the cash drawer located in the bar.
- All bar transactions are processed through the POS System (Square) throughout the event, whether it be a cash or credit card transaction.
- At the close of the event, the Mad Russian Bartender will count all money in the Cash Drawer and complete MR Event Center Closing Cash Report. The MR Event Center Cash Reports are in the drawer below the cash drawer in the bar. *(If the bartender notices he or she is taking the last report, please make copies before writing on it.) The copier is located in Ellen’s Office.*
- The Mad Russian Bartender will separate the cash deposits administered throughout the day from the Starting Cash in the catering area to avoid distractions. The Starting Cash of \$175.50 is placed in the dark blue bank bag labeled “MR Event Center” that was received earlier from the Mad Russian Event Center Manager. The Starting Cash quantities (# of \$20s, \$10s, quarters, ect.) is listed on a white TBK Bank slip located in the dark blue bank bag.
- The deposit will be placed and secured in a clear plastic deposit bag which can be found in the dark blue bank bag labeled “MR Event Center” including with the

MR Event Center Opening and Closing Cash Reports. On the front of the deposit bag, the MR Bartender will label it with the date and “MR Event Center.”

- Once completed, the Mad Russian Bartender will give the dark blue bank bag labeled “MR Event Center” to the Mad Russian Event Center Manager on duty who will then return the bag back to the Mad Russian Event Center Safe.