



## **Thompson Rivers Parks & Recreation District Cash Handling Procedure**

### **MAC Concessions**

#### **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: \$200.00**

- The MAC Concessions Attendant that opens for the day is responsible for counting the Starting Cash and filling out the MAC – Concessions Opening Cash Report.

- The MAC Concessions Attendant will locate the Starting Cash in the safe in a dark blue bag labeled “MAC Concessions” inside the left cabinet closest to the refrigerator in the MAC Concessions Area. The code to open the safe is 60700.
- The MAC Concessions Opening Cash Reports can be found in the MAC Concessions Binder located in the left drawer of the island in the MAC Concessions Area. *(If the MAC Concessions Attendant notices he or she is taking the last report, please make copies at the copier at the front desk before writing on it.)*
- Once the MAC Concessions Attendant has counted the Starting Cash and has completed the MAC Concessions Opening Cash Report, the Starting Cash is placed in the cash drawer located in the drawer on the right of the island in the MAC Concessions Area. The key to this drawer can be found in the safe.
- **The MAC Concessions Attendant that counts the Starting Cash at the start of the day will be responsible for taking all cash throughout the shift as well as counting and filling out the MAC Concessions Closing Report, at the end of the day.**
- All concession transactions are processed through the POS System (Square) throughout the day, whether it be a cash or credit card transaction.
- At the close of business, the designated MAC Concessions Attendant will count all money in the Cash Drawer and complete a MAC Concessions Closing Cash Report. These can also be found in the MAC Concessions Binder located in the left drawer of the island in the MAC Concessions Area. *(If the MAC Concessions Attendant notices he or she is taking the last report, please make copies at the copier at the front desk before writing on it.)*
- The designated MAC Concessions Attendant will separate the cash deposits administered throughout the day from the Starting Cash. The Starting Cash of \$200.00 is placed back in the original dark blue bag labeled “MAC Concessions” and put back into the safe.

- The deposit will be placed and secured in a clear plastic deposit bag which can be found inside the dark blue bag labeled “MAC Concessions” along with the Starting Cash. On the front of the deposit bag, the MAC Concessions Attendant will label it with the date and “MAC Concessions” and include the cash along with the MAC Concessions Opening and Closing Cash Reports from the same day. Also place this secured plastic bag with the deposit into the safe.