



Thompson Rivers Parks & Recreation District Cash Handling Procedure

MAC Front Desk

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: \$150.00

- The MAC Facility Attendant that opens for the business day (Monday – Saturday) is responsible for counting the Starting Cash and filling out the MAC Opening Cash Report.
- The MAC Facility Attendant will locate the Starting Cash and Cash Drawer Key found in the safe inside the IT Closet (by the copier) in the front office. The key to open the IT Closet is the A key that can be found hanging above the phone by the front desk computer. The code to open the safe is 1303A.
- The MAC Opening Cash Reports are in a white binder in a tan organizer next to the mailboxes to the right of the front desk counter labeled “MAC Opening Cash Reports.” *(If the MAC Facility Attendant notices he or she is taking the last report, please make copies before writing on it.)*
- Once the MAC Facility Attendant has counted the Starting Cash and has completed the MAC Opening Cash Report, the Starting Cash is placed in the cash drawer located in the first drawer to the right of the front desk computer. The key to this drawer can be found in the safe.
- All athletic and program registrations are processed through the POS System (ActiveNet) throughout the day, whether it be a cash or credit card transaction. Once the transaction is completed, the MAC Facility Attendant offers the customer either a printed or emailed receipt.
- At the close of business, the MAC Facility Attendant will count all money in the Cash Drawer and complete a MAC Closing Cash Report. The MAC Closing Cash Reports are white binder in a tan organizer next to the mailboxes to the right of the front desk counter

labeled “MAC Closing Cash Reports.” *(If the MAC Facility Attendant notices he or she is taking the last report, please make copies before writing on it.)*

- The MAC Facility Attendant will separate the cash deposits administered throughout the day from the Starting Cash. The Starting Cash of \$150.00 is placed in the envelope labeled “Opening Cash” – which is located on the right side of the cash drawer and placed in the safe in the IT Closet.
- The deposit will be placed and secured in a clear plastic deposit bag which can be found in the bottom drawer at the end of the front desk counter by the MAC Opening and Closing Cash Reports. On the front of the deposit bag, the MAC Facility Attendant will label it with the date and “MAC Front Desk” and include the cash along with the MAC Opening and Closing Cash Reports from the same day.
- If there are no cash transactions from that day, the MAC Opening and Closing Cash Reports will be placed in the safe with the Starting Cash envelope.