



Thompson Rivers Parks & Recreation District Cash Handling Procedures

Mad Russian Golf Course – Beverage Cart

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: \$175.00

- The Beverage Cart Attendant who is scheduled to open is responsible for retrieving the Beverage Cart Starting Cash out of the Mad Russian Golf Course Pro Shop Safe, which is located inside the gray cabinet, located under the South Drawer Register. There is a metal cash box in the safe. The combo to open the safe is 1303A.

- The Beverage Cart Attendant is responsible for counting the Starting Cash and recording it on the Mad Russian Golf Course – Beverage Cart Opening Report.
- The Mad Russian Golf Course Beverage Cart Opening Cash Reports are in a mint green binder labeled “Bev Cart” which is located on the back counter in the Pro Shop by the telephone. *(If the Beverage Cart Attendant notices he or she is taking the last report, please make copies before writing on it.) The copier is located on the back counter in the Pro Shop.*
- Once the Beverage Cart Attendant has counted the Starting Cash, he or she will place the Starting Cash in the Beverage Cart.
- All Beverage Cart transactions are processed through the POS System (G1) throughout the day, whether it be a cash or credit card transaction.
- The Beverage Cart Attendant will separate the cash deposits administered throughout the day from the Starting Cash back at the Pro Shop Coordinator’s Desk to eliminate distractions. The Starting Cash of \$175.00 is placed back in the original metal bank box and put back into the Pro Shop Safe. Then, the Beverage Cart Attendant records the daily deposit on the Mad Russian Golf Course Beverage Cart Closing Cash Report.
- The Mad Russian Golf Course Beverage Cart Closing Cash Reports are in a mint green binder labeled “Bev Cart” which is located on the back counter in the Pro Shop by the telephone. *(If the Beverage Cart Attendant notices he or she is taking the last report, please make copies before writing on it.) The copier is located on the back counter in the Pro Shop.*
- The deposit will be placed and secured in the daily Mad Russian Golf Course Pro Shop Deposit Bag which is in the Pro Shop Safe. The Beverage Cart Attendant will paperclip it with the date and “Bev Cart” on a sticky note and include the cash along with the Mad Russian Golf Course Beverage Cart Opening and Closing Cash Reports from the same day.