



Thompson Rivers Parks & Recreation District Cash Handling Procedures

Milliken Waterworks Pool

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 Head Lifeguard and one additional lifeguard are responsible for retrieving the Starting Cash out of the Pool Safe, in a dark blue bank bag labeled “TRPR Pool,” which is located inside the white cabinet, behind the office desk.
- Both the Head Lifeguard and additional lifeguard are responsible for counting the Starting Cash and recording it on the Pool -Opening Report – Cash Drawer.

- The Pool -Opening Report – Cash Drawer are in the blue binder to the right of the cash drawer. *(If either lifeguard notices he or she is taking the last report, please make 5 copies before writing on it.) The copier is located on top of the cabinet behind the office desk.*
- Once the Starting Cash has been counted by both the Head Lifeguard and additional lifeguard and they completed Pool -Opening Report – Cash Drawer, the Starting Cash is placed in the cash drawer located in the far-right computer cash drawer located on top of the front counter.
- All pool transactions are processed through the POS System (ActivetNet) throughout the day, whether it be a cash or credit card transaction. Please see ActiveNet POS Quick Reference sheets for steps on how to process any pool transaction.
- At the close of the day, the Head Lifeguard and an additional lifeguard will count all money in the Cash Drawer and complete the Pool - Closing Report – Cash Drawer. The Pool - Closing Report – Cash Drawer are also located in the blue binder right of the cash drawer. *If either lifeguard notices he or she is taking the last report, please make 5 copies before writing on it.) The copier is located on top of the cabinet behind the office desk.*
- The Head Lifeguard and the additional lifeguard will separate the cash deposits administered throughout the day from the Starting Cash at the office deck to avoid distractions. The Starting Cash of \$200.00 is placed in the dark blue bank bag labeled “TRPR Pool.” The Starting Cash quantities (# of \$20s, \$10s, quarters, dimes, ect.) is listed on a white TBK Bank slip located in the dark blue bank bag in the safe.
- The deposit will be placed and secured in a clear plastic deposit bag which can be found to the right of the Pool Safe along with the Pool – Opening and Closing Reports – Cash Drawer. On the front of the deposit bag, the Head Lifeguard will label it with the date and “TRPR Pool.”

- Once completed, the Head Lifeguard will place the clear plastic deposit bag back into the Pool Safe along with the Starting Cash dark blue bank bag.