



Thompson Rivers Parks & Recreation District Cash Handling Procedure

Nelson Farm Park 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: \$250.00

- The NFP Concessions Attendant that opens for the day is responsible for counting the Starting Cash and filling out the NFP – Concessions Opening Cash Report.
- The NFP Concessions Attendant will locate the Starting Cash in the second drawer from the top under the computer in the NFP Concessions Area in a red

bag labeled “NFP Concessions.” This cash will be dropped off right before the start of the Concessions Shift by the Facility Manager or a member of the Finance Team.

- The NFP Concessions Opening Cash Reports can be found in the NFP Concessions Binder labeled “NFP Opening/Closing Cash Reports” in the second drawer under the computer in the NFP Concessions Area. *(If the NFP Concessions Attendant notices he or she is taking the last report, please let Facility Coordinator or Facility Manager know.)*
- Once the NFP Concessions Attendant has counted the Starting Cash and has completed the NFP Concessions Opening Cash Report, the Starting Cash is placed in the cash drawer which is in the top drawer under the computer in the NFP Concessions Area.
- **The NFP 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 NFP Concessions Closing Cash 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 NFP Concessions Attendant will count all money in the Cash Drawer and complete a NFP Concessions Closing Cash Report which can be found in the NFP Concessions Binder labeled “NFP Opening/Closing Cash Reports” in the second drawer under the computer in the NFP Concessions Area. *(If the NFP Concessions Attendant notices he or she is taking the last report, please let Facility Coordinator or Facility Manager know.)*
- The designated NFP Concessions Attendant will separate the cash deposits administered throughout the day from the Starting Cash. The Starting Cash of \$250.00 is placed back in the original red bag labeled “NFP Concessions #1” and put back in the second drawer where it was originally located.

- The deposit will be placed and secured in a clear plastic secure deposit bag which can be found inside the second drawer under the computer along with the red bag labeled “NFP Concessions #1” along with the Starting Cash. On the front of the deposit bag, the NFP Concessions Attendant will label it with the date and “NFP Concessions” and include the cash along with the NFP Concessions Opening and Closing Cash Reports from the same day. Also, place this secured plastic bag with the deposit into the safe.