
BAYSIDE HOCKEY CLUB INCORPORATED

(Bayside HC)

Registration Number A0044571

CASH HANDLING POLICY

Definitions

In this Policy:

Cash means money, including notes, coins, cheques and vouchers.

Committee Member means a person appointed or elected to the Bayside HC committee and any sub-committee.

HV means Hockey Victoria;

Member means a member (including a playing member, non-playing member, social member and life member) of Bayside HC;

Petty Cash means a separate amount of notes and coins set aside for small purchases; and

Relevant person means a person who is involved with the activities of Bayside HC whether in a paid or an unpaid/voluntary capacity, including:

- a Member;
 - a person appointed or elected to the Bayside HC committee and any sub-committee;
 - an employee or agent of Bayside HC;
 - a support person, including manager, physiotherapist, psychologist, masseur, sport trainer and others;
 - a coach, assistant coach and team manager;
 - a referee, an umpire or other official;
 - a spectator or supporter; and
 - a parent or guardian of a player.
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Application

This Policy applies to a Relevant Person that handles Cash for, and on behalf of Bayside HC.

Policy

1. Introduction

This Policy is to ensure the safe and appropriate handling of Cash for and on behalf of Bayside HC. The purpose of this policy is to ensure that all Relevant Persons know and are confident about handling any Cash payments or receipts, and that Cash is handled safely and correctly, and the risk of loss through misappropriation, fraud or mistake is minimised.



2. Bayside HC core values

This Policy supports Bayside HC's culture of openness, trust and integrity and complements, and reflects, Bayside HC's core values. These core values are an important part of the Bayside HC culture, and shape everything we do. Bayside HC expects all Relevant Persons to abide by these values.

The Bayside HC core values are:

Integrity

- Be open, honest and transparent in all dealings;
- use powers responsibly;
- proactively manage any conduct issues; and
- avoid bias, favoritism or self-interest.

Respect

- Treat others fairly and objectively;
- promote diversity and inclusiveness;
- proactively manage any instance of discrimination, harassment or bullying;
- consider the views of others; and
- respect opposition in all grades of the competition.

Teamwork

- Believe that the whole is greater than the sum of its parts;
- rally around unified goals; and
- provide effective communication channels.

Community

- Be an active contributor and represent the local community; and
- proactively search for ways to support our internal (club) & external (non-club) community.

3. Treasurer

Bayside HC will ensure that a suitably qualified/experienced person is recruited as Treasurer. The Treasurer will prepare monthly financial reports for Committee meetings.

4. Cash receipts, including at events such as fundraisers.

- Where possible, fees and payments from Members and others should be deposited directly into the Bayside HC bank account. If a Cash payment is made, Bayside HC must issue a receipt.
- Cash must always be counted with at least 2 people present.
- If a Relevant Person is allocated Petty Cash for any event, the person handing out the Petty Cash and the recipient must both sign a receipt form confirming the start-up amount. The person responsible for the cash tin during the event and, if different, for retaining it at the end of the event, must be identified.
- During an event where a large amount of Cash is generated, Cash must be regularly cleared from cash tins and securely stored. Two people must count the Cash removed from the cash tin and sign a receipt confirming this.



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- At the end of an event, two people must independently count the Cash immediately after an event. The two Cash counts must be compared to make sure the amount is counted properly.
- The person responsible for the cash tin at the end of the event must secure the Cash until it can be banked. A copy of the banking receipt, together with confirmation of the two Cash counts and the persons responsible for those counts, must be given to the Treasurer as soon as possible after banking. Cash must be banked within 2 business days of an event.
- An event must be reconciled to ensure all income and expenses are recorded accurately.
- At no time must any Cash intended for Bayside HC be deposited in any account other than one managed by Bayside HC.

5. Cash payments

The authorisation, EFT processing/cheque signing, payment recording and bank reconciliation functions must be clearly segregated.

Authorisation

- Authorisation must be obtained before expenditure is made.
- The President, Vice-President or Treasurer may individually authorise payments up to \$100. Two of those officers must authorise payments of \$100 and above.
- The Committee may determine that purchase orders for certain items must be made with approved suppliers, or that competitive quotations are required for specific purchases or for purchases in excess of a certain amount.

Payment

- Where possible, all payments must be made by EFT from the appropriate Bayside HC account.
- All payments (with the exception of Petty Cash - see below) must be approved by a minimum of two people. Bayside HC's bank account requires that 2 Bayside HC approved signatories must approve all online EFT payments, and 2 approved signatories are required to sign any Bayside HC cheque or Cash withdrawal.
- All purchases must be supported by a tax receipt or similar.

Reimbursement

- Requests for expenditure reimbursements must be made using the Bayside HC Reimbursement Form that must detail the expenditure approval, and be supported by appropriate receipts.

Other

- It is the responsibility of the person receiving an order to ensure that the goods purchased are checked against the purchase order.
- A Committee Member must disclose any interest it has in a supplier or potential supplier and the nature and extent of that interest in accordance with the **Bayside HC Conflict of Interest Policy**.



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6. Petty Cash

- A Petty Cash system has been established to record Petty Cash transactions.
- Advances from the Petty Cash fund up to the amount of \$100 can be authorised by either the President, the Vice President or the Treasurer without Committee approval.

7. Budget

- Bayside HC will prepare a budget each year, to be approved by the Committee.
- Bayside HC will ensure that expenditure is kept within budget where possible.
- Material variances to the budget must be explained to the Committee members.

Breach

Bayside HC may take disciplinary action against any Relevant Person if it breaches this Policy.

Questions

If you have any questions, concerns, or issue relating to the content of this Policy contact the **Bayside HC Secretary** on secretary@baysidehockey.com.au.

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