

**GUELPH ENGINEERING SOCIETY**  
**POLICY MANUAL: CASH HANDLING PROCEDURES**

*Adopted 2017-11-15*

*Ratified by Council 2018-03-21*

1. Policy Manual:

- a. This Policy Manual shall contain policies regarding the handling of cash within the Society.

2. Event Ticket Sales:

- a. For each event, a ticket selling committee shall be selected from Council Members who are trained in cash handling procedures.
- b. For events with tickets which cost less than \$15, a cash box shall be used and counted by the event organizer at the end of each week.
- c. For events with tickets costing greater than \$15, cash must be counted daily, and stored in sealed envelopes signed by the counter.
- d. The total amount of money must balance against the amount of sold tickets, counted by the event organizer with the assistance of the Vice President of Financial Affairs at the end of each day.
- e. Cash must be stored in the Society's safe.

3. Merchandise and Print Credit Sales:

- a. Cash received for merchandise and print credit sales must be stored in the cash register.
- b. The Vice President of Financial Affairs shall count the contents of the cash register, leaving only a small float in the register at any time.

4. Training:

- a. All incoming Council Members shall be trained in cash handling procedures, including the use of the cash register, by the outgoing Vice President of Financial Affairs.