

AGRICULTURAL SOCIETIES COUNCIL OF NSW LTD

Money Handling Procedures

Good Money Handling procedures will vary according to your Show. The Show location, number of staff, quality of existing security measures and the amount of cash exchanged all impact on the most suitable form of cash handling for your Show.

A good Money Handling procedure can reduce the risk of theft from staff, threats to staff and robberies.

Some recommendations are listed below:

- Keep cash out of sight of customers or passers-by, preferably in a secure office.
- Access to cash should be limited to Show staff and volunteers only. Shows may wish to perform police and background checks, as appropriate, on all new staff & volunteers that will handle cash.
- At a minimum, two trusted Show staff or volunteers should be assigned to count the cash and transfer it to and from the bank. This increases accountability, as well as personal security.
- Whilst cash is being counted, Show staff/volunteers should not attend to other duties (such as serving customers) and leave the cash unattended.
- Large Shows or Shows with high cash balances may wish to consider depositing cash multiple times in a day, or into a secured safe in the office before the daily bank visit.
- When transferring cash to the bank, do not place cash in obvious bank bags. Cash in Transit should be limited to transfers of \$25,000 or less, unless moved by a professional money carrier or Police. If so, limit the transfer to \$50,000. Multiple trips should be considered if cash amounts are higher.
- Cash should be deposited on a daily basis, and not be kept in the office unless in a proper safe and stored in accordance to the safe's cash rating. No cash over \$50,000 should be kept on the premises at any time. No cash over \$25,000 should be kept on the premises overnight.
- If in view, leave any empty cash register drawers open when not in use.

Hazard Checklist: Money Handling

Working with cash

Is there a safe process for counting, storing, handling and transferring cash?

Are registers cleared often to maintain a small amount of cash?

Are credit card and EFTPOS facilities offered to reduce the amount of cash taken? Are all workers that handle cash, trained in cash handling procedures?

Are all workers trained in what to do in the event of a robbery or armed hold-up?

Working during high risk times and working alone

Are safe processes in place for opening and closing times (and working at night)?

Are rosters arranged so more than one person is working at all times when cash is being handled?

Is public access to the business restricted if volunteers are working alone?

Are special safety procedures in place if volunteers are working alone?

Do volunteers always have a way of quickly and easily contacting management?

Are all volunteers trained in working alone procedures?

Systems

Do you have a surveillance or security system?

Do volunteers have access to personal duress alarms or panic buttons?

Have you publicised the safety and security procedures and systems you have in place?

Design

Do you have bright internal and external lighting?

Do volunteers have a safe area they can retreat to if a robbery or other threat occurs?

Are counters and floor spaces designed to reduce the risk of physical violence?

Have other design issues been considered e.g. solid exterior doors, internal mirrors, window bars or grills, secured rear access?

Transporting Cash

Procedures and training

Is banking done by more than one person and at different times?

Are safety procedures in place if workers are working alone?

Is the bank close to your premises?

Is the route varied?

Do volunteers have access to personal duress alarms?

Are all volunteers trained in the procedures to carry cash safely?

Are all volunteers trained in what to do during a robbery or armed hold-up?

Have you publicised the safety and security procedures and systems you have in place?

Reducing the need to hold and process cash at your Show

Is your Show moving to a pre-paid model for gate entry to avoid the need for cash exchange and floats at vulnerable and high-traffic areas of your showground? (Online ticketing or competition entry)

Is your Show moving to a pre-paid model for event and pavilion entry to avoid the need for cash floats at show offices and to reduce processing times for entrants?

Has your Show considered electronic means for accepting payments such as membership fees, sponsorships, etc? Electronic methods of payment acceptance include PayPal, Stripe, and electronic funds transfer/pay anyone.

Does your Show actively encourage cashless payment for fees at the Show office via eftpos terminals provided by Banks, Tyro and PayPal?

Has your Show considered electronic means of disbursing prize money to entrants, particularly youth entrants?

What is your Show doing to ensure that all stallholders have eftpos facilities, to reduce the need for Show offices to carry and disburse large floats to support on-site liquidity during Show times?

What is your Show doing to consider and accommodate the growing preference of Australians to pay via electronic (debit and credit card) means?

What is your Show's policy regarding limiting physical cash exchange during your Show period to ensure your patrons, volunteers and wider community are safe from COVID-19 and other communicable diseases such as influenza?

What is your Show's policy regarding limiting the use of cash so as to avoid the illegal sale of animals at the showground in light of recent changes to Animal Welfare legislation and requirements for Shows?