

## Cash Handling Procedures

- 1) When cash and cheques are received, every effort should be made to ensure that the money is safe.
- 2) Cash should be counted by at least two members of the PAC
- 3) Cash and cheques will be recorded on a **PAC Cash Tally Sheet** and signed by the two PAC members who counted it.
- 4) The money and the **tally sheet** will be presented to the treasurer who will deposit the funds in the PAC bank account.
- 5) Any money taken out of the cash box must be replaced immediately with a signed and witnessed **IOU** and then replaced by a **RECEIPT**. Country Grocer gift certificates are handled in the same way as cash.

## Cash Disbursement Procedures

- 1) All disbursements of more than \$150 (excluding approved budget items) require an approval from the executive, followed by an approval from the majority at a Pac Meeting. Should the money be required immediately, an emergency executive meeting can be called by the chairperson and the expenditure may be approved at this meeting.
- 2) Once approval has been given:

Items can be purchased by a PAC member personally. The Receipt along with the **Cash Disbursement Riembursement Report** (an explanation of expenditures) will be provided to the treasurer and she will write a cheque to reimburse the PAC member. **Cheques can only be issued for the amount on the receipts.**

Cheques can also be issued by the treasurer to pay organizations directly if a bill or a receipt is provided.