

<b>LANARK COUNTY COMMUNITY JUSTICE PROGRAM</b>	<b>POLICIES &amp; PROCEDURES</b>
SECTION: Financial	DATE: September 17, 2015
SUBJECT: Cash Handling	HISTORY: New Policy
<p><b>POLICY:</b></p> <p>Lanark County Community Justice Program (LCCJP) wants to ensure accurate and responsible cash handling practices to manage funds received and to protect employees and/or volunteers who are charged with this duty.</p>	
<p><b>PROCEDURE:</b></p> <p>LCCJP has the following procedures in place for handling cash received:</p> <ol style="list-style-type: none"> <li>1. All cash received for LCCJP will be acknowledged in writing by way of a duplicate receipt; one copy of the receipt to be given to the person providing the cash and one copy kept by the Executive Director in the financial records.</li> <li>2. If cash is received “in the field”, an acknowledgement of the receipt of the cash shall be prepared in duplicate and distributed to both parties.</li> <li>3. Each receipt as per items (1) and (2) above, shall bear: <ol style="list-style-type: none"> <li>a. The date of the receipt of the cash; and</li> <li>b. the amount received, the name of the person giving the cash; and</li> <li>c. the intended purpose of the cash and the signature of the employee or volunteer accepting receipt.</li> <li>d. If the cash is received as full or partial restitution for one of LCCJP’s forums, the case number shall be shown on the receipt as well.</li> </ol> </li> </ol>	

4. At any event where cash is being received we will use the following process:
  - a. Two people will staff any area where cash is being received.
  - b. Two people will count the funds received together at the end of event and include a signed note in the cash box attesting to the total received.
  - c. The cash box will be locked after the counting is complete and given to the Executive Director for safe-keeping until such time as the monies can be deposited.
  - d. The signed note from the cash box shall be attached to the record of the bank deposit as evidence of the source of the funds.
5. Cash received as part of any restitution will be kept in a locked cabinet at the office until the next bank deposit. The receipt will be acknowledged as per # 1 above with appropriate documentation and a cheque will be issued to the recipient of the restitution funds.