

# Cash Handling Checklist

*In a workplace where cash is handled the threat of robbery or theft is more likely. To reduce the risk a person conducting a business or undertaking should develop and train workers in cash handling procedures.*

Organisation	
Location	

## CASH HANDLING

CASH HANDLING POLICY						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Do you have a cash handling policy and procedure?						
Have you reviewed the policy in the last 12 months?						
Do you train staff and volunteers on your cash handling procedure and policy?						

\* Not Applicable

**CASH HANDLING POLICY (Continued)**

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Do you audit that this procedures is being followed by staff?						

**CASH HANDLING AND COUNTING**

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Is the point of sale equipment and staff visible from the outside of the premises ?						
Do you encourage cashless purchasing e.g. Credit cards or EFTPOS?						
Do you have signs inform customers of 'no cash kept on premises' or limited cash holdings?						
Does you have limits where cash is removed from the register and deposited in a safe?						
Does your cash handling procedure allow for a register to be opened only when a transaction is made or when cash is being moved for counting or to be deposited in a safe?						

\* Not Applicable

<b>CASH HANDLING AND COUNTING (Continued)</b>						
	<b>YES</b>	<b>NO</b>	<b>N/A*</b>	<b>ACTIONS REQUIRED</b>	<b>WHO</b>	<b>BY WHEN</b>
If you have a safe to store cash and other valuables, is it fixed to a permanent structure?						
If you have a safe, do you have a register of staff that can access the contents?						
<b>RECONCILIATION</b>						
	<b>YES</b>	<b>NO</b>	<b>N/A*</b>	<b>ACTIONS REQUIRED</b>	<b>WHO</b>	<b>BY WHEN</b>
Do you reconcile transactions against cash/EFTPOS daily?						
Is cash counted in a secure area away from the public?						
Do you have a process for reporting and investigating any discrepancies?						
Do you have tamper resistant bags to store all cash after counting?						

\* Not Applicable

BANKING						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Do you vary the times to transfer cash to the bank?						
Do you transfer the funds to the bank in a non-recognisable bag and varying it regularly?						
Do you ensure staff members are escorted when depositing cash at the bank?						
Do you use a cash transport company (e.g. Armaguard) to transfer cash to the bank during peak periods?						
Do you deposit in a bank which is close to the workplace						
Do you have a procedure to call police or other staff member if a security issue happens?						

\* Not Applicable

INSURANCE						
	YES	NO		ACTIONS REQUIRED	WHO	BY WHEN
Do you know the amount of money that can be stored and transported under your insurance policy?						
Have you updated your organisations insurance policy to meet the organisations current cash handling position?						

\* Not Applicable

If you would like to speak to someone about clinical governance or incident management, call our email us at [info@ansvarrisk.com.au](mailto:info@ansvarrisk.com.au)

## REFERENCE

Nillumbik Shire Council (2016) Cash Handling and Receipting Policy

If you would like to speak to someone about risk management for your Opportunity Shop email us at [info@ansvarrisk.com.au](mailto:info@ansvarrisk.com.au)

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