

# CASH HANDLING POLICY

FEBRUARY 2026

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## **PURPOSE**

The purpose of the Cash Handling Policy is to ensure cash collected at WYHA events is handled safely, accurately, and transparently.

## **WHO THIS APPLIES TO**

This policy applies to all staff, board members, and volunteers who handle money at WYHA events (fundraisers, tournaments, auctions, ticket sales, etc.).

## **GUIDING PRINCIPLES**

- Limit who handles cash
- Keep money secure
- Deposit funds promptly
- Written documentation required
- Never leave cash unattended
- Report any issues immediately

## **ROLES AND RESPONSIBILITIES**

The VP Administration oversees and approves this policy. An Event Cash Manager (ECM) may be assigned based on the event and scope of cash management. The ECM must be designated by the VP of Administration and is responsible for adhering to Cash Handling Policy's Guiding Principles.

An Event Cash Manager (ECM) responsibilities include:

- Preparing and assigning cash boxes
- Training volunteers
- Overseeing all cash stations
- Managing cash pulls
- Reconciling totals



- Preparing deposits

### **CASH LOGISTICS AND COMMUNICATION**

At the conclusion of the event, or at a timeframe identified, all cash will be counted, a written summary of cash on hand sent to the VP of Administration via email, and cash will be handed to the VP of Administration within 24 hours.

### **DEPOSITS**

- Deposits must be made within one business day
- The VP of Administration makes the deposit

### **PROHIBITED ACTIVITIES**

- Borrowing money from a cash box
- Mixing personal and event funds
- Allowing unauthorized access
- Delaying deposits without approval

### **Acknowledgment**

All individuals handling event funds must sign an acknowledgment confirming they have read and agree to follow this policy.