



**Parks & Recreation Department
Standard Operating Procedure**

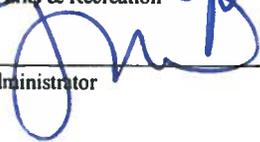
Policy Number: REC-06-03
Pages: 1 of 6
Subject Area: Money
Date of Issue: Nov. 7, 2006
Revised: May 2016

Title: Recreation Division Money Handling Policy

Authorization:



Director Parks & Recreation



Office Administrator

Date: 5-18-16

Date: 5/18/16

See Attached

Cash Handling Procedures/Santo Community Center

Cash Handling Procedures/Recreation Off-Site Events
Recreation Drop In Sports
Tournament Pass Sales

Cash Handling Procedures

Santo Community Center

M-F General Operating Hours

A cash box will be kept in the lockable drawer at the front counter. The first shift will retrieve the \$50 beginning cash from the lock box in the copy room each morning, count, and place in cash box.

1. At the end of each shift run a Receipt Summary report from Max Galaxy (MG) and balance the cash and checks in the drawer to the totals on the report. *DROP: 1) Complete a drop slip and place in cash box and 2) Initial the MG report and place in an envelope entitled "Daily Cash Receipts" with the cash/checks/drop slips received during your shift and place in the safe; push firmly into the top opening.
2. Last Shift: Run a Receipt Summary report from MG and balance the cash, checks and any drop slips to the totals on the report. Initial the MG report and place in an envelope entitled "Daily Cash Receipts" with the cash/checks/drop slips received during your shift. Include any other documents in the cash box with this drop. Place in safe; push firmly into the top opening.
3. The \$50.00 beginning cash is to be left in the cash drawer M-F during operating hours however, shifts shall communicate with each other and determine if it is not needed for an evening shift. At any time if it is no longer needed place the beginning cash in a "Beginning Cash" envelope and place in the lock box in copy room.

*Drops may be done at any time during operating hours but always at the end of a shift.

Additional change is available during general operating hours M-F 8am-5pm.

Weekend Operating Hours

For safety reasons we do not have beginning cash for the weekend staff. Safety is of utmost importance for all shifts but particularly evening and weekends. You may drop cash and/or checks individually if you feel you need to remove these items from the front office ASAP. Place in any envelope, date/time/signature on outside and drop in the safe.

If someone pays with cash and they do not have the exact change, please take their payment and let them know that we will have the change available for them on Monday morning. Email or leave your supervisor a note and they will complete the transaction with the customer.

At the end of your shift, please take all cash and checks received and place them in an envelope labeled "Daily Cash Receipts." Drop the envelope in the safe in the Xerox Room. Make sure you push the envelope down into the safe. For expediency and safety we are not asking you to run a Report Summary; supervisors will do this the next general operating day.

If you run into any problems, secure the cash/checks and contact a Supervisor via email, cell phone, or text.

It is imperative that no cash/checks are left in the cash box overnight.



RECREATION DROP IN SPORTS Tally Sheet

City of Medford Parks and Recreation Department

EVENT _____

Cash Handler _____ Date _____

Currency/Coin Count

| Currency/Coin Type | Number | Total Dollar Amount |
|---------------------------|---------------|----------------------------|
| \$100's | | \$ |
| \$50's | | \$ |
| \$20's | | \$ |
| \$10's | | \$ |
| \$5's | | \$ |
| \$1's | | \$ |
| \$0.50 | | \$ |
| \$0.25 | | \$ |
| \$0.10 | | \$ |
| \$0.05 | | \$ |
| \$0.01 | | \$ |
| | | |
| TOTAL | | \$ |
| | | |
| | | |
| <i>Example</i> | | |
| \$20's | 5 | \$100 |

If required, please attach the sign in sheet with signatures to this form.
Place all documents and money in an envelope and deliver to the drop safe at the Santo Center or the drop box to the right of the entry to the Santo Center.



TOURNAMENT PASS SALES

Tally Sheet

City of Medford Parks and Recreation Department

Cash Handler _____ Date _____

Currency/Coin Count

| Currency/Coin Type | Number | Total Dollar Amount |
|--------------------|--------|---------------------|
| \$100's | | \$ |
| \$50's | | \$ |
| \$20's | | \$ |
| \$10's | | \$ |
| \$5's | | \$ |
| \$1's | | \$ |
| \$0.50 | | \$ |
| \$0.25 | | \$ |
| \$0.10 | | \$ |
| \$0.05 | | \$ |
| \$0.01 | | \$ |
| Checks | | |
| TOTAL | | \$ |
| | | |
| <i>Example</i> | | |
| \$20's | 5 | \$100 |

Reminder: You will start with beginning cash dollars in your box; normally this is \$100. This dollar amount should be deducted from your count.

Number Passes Sold

| Type of Pass | Number Sold | Total Dollars |
|--------------|-------------|---------------|
| \$3 Pass | | \$ |
| \$5 Pass | | \$ |
| TOTAL | | \$ |

Your total of money received and the total dollar amount for passes sold should equal each other.

Tournament Director's Approval _____