



Australian Bowhunters Association Incorporated TM

ABRN 093 577 603 ABN 79 750 431 225



NATIONAL & BRANCH CASH HANDLING POLICY

The Australian Bowhunters Association identify cash transactions as a vulnerable area of financial management. The Association will implement the measures outlined below, to safeguard and protect the members involved in receipting and collection of monies and minimise the risks associated with cash handling.

Branch Collections

- Cash collected from Branch shoots are to be banked into the Branch nominated bank account no later than 5 business days after the Branch shoot
- In the event that above is not possible, the Branch member must pass this task onto another Branch member
- Segregation of duties must be maintained so that where possible no individual has the responsibility on all cash collecting roles
- In the event that only one Branch committee member is available to conduct cash collecting roles then at the very least, one other Branch committee member or host Club committee member must verify the total amount to be banked before the end of the shoot.
- Cash held at a member's residence must be kept in either a controlled access safe or locked in a secure area. This means that you have made every reasonable attempt to conceal the cash in your residential premises and your house remains locked at all times.
- Any discrepancies that arise must be reported to the Branch Controller and National Treasurer within 24 hours
- All cases of suspected or actual theft of money, fraud, misappropriation or corruption are to be reported to the National President and National Treasurer immediately.

National Collections

- Cash collected from National shoots (if any) are to be banked into the National's nominated bank account no later than 5 business days after the Branch shoot
- In the event that above is not possible, the National member must pass this task onto another National member
- Segregation of duties must be maintained so that where possible no individual has the responsibility on all cash collecting roles
- In the event that only one National committee member is available to conduct cash collecting roles then at the very least, one other National committee member must verify the total amount to be banked before the end of the shoot.
- Cash held at a member's residence must be kept in either a controlled access safe or locked in a secure area. This means that you have made every reasonable attempt to conceal the cash in your residential premises and your house remains locked at all times.
- Cash received at the ABA office must be banked within 48 hours.
- A receipt must be issued for cash received at the ABA office at the time of collection.
- Cash held at the ABA office must be kept in either a controlled access safe or cash drawer during the day.
- Any discrepancies that arise must be reported to the National President and National Treasurer within 24 hours
- All cases of suspected or actual theft of money, fraud, misappropriation or corruption are to be reported to the National President and National Treasurer immediately.

Issued by The National Executive
23rd June 2018