



# Town of Union Vale

## Cash Handling Procedures

for the

## Recreation Department

Approved August 2019

Updated May 2021

Approved January 2022

# Cash Handling Procedures

## Recreation Department

Finalized & Approved by the Town Board as of August 2019 Updated  
May 2021

### Camp

#### Registration Fees

- Camp fees can be paid by cash, check, or credit card (either online or in person)
- Online credit card payments through MyRec (recreation software) are automatically processed in the system
- In person credit card payments will be processed by the Parks & Recreation Secretary (PRS) through MyRec
- All cash and checks received for camp will be given to the PRS
- The PRS will enter all cash and check payments into MyRec
- The PRS will make copies of all checks and receipts for cash payments received for her/his files
- The PRS will deliver all cash and checks to the Finance Office daily, noting that they are for camp on the Recreation Cash Receipts form
- The PRS will submit a monthly report from MyRec showing registrations by program to the Supervisor's office
- The Finance Office will make bank deposits weekly
- The Finance Office will receive automatic email notifications for all online payments and will match email notifications to invoices from MyRec so that payments can be properly coded and recorded in QuickBooks

#### Trip Fees

- Camp trips may be held on the second Thursday of each camp session and are paid for separately by campers if they decide to attend the trip
- Payments can be made with cash or check
- The Camp Director (CD) will maintain a register of all campers who have elected to go on the trip, and will track all payments on the register
- The CD will collect all payments by the first Thursday of each camp session, and will deliver all cash and checks to the Finance Office for processing

### After School Program / TGTT

- After School Program (ASP)/TGTT fees can be paid by cash, check, or credit card (either online or in person)
- Online credit card payments through MyRec (recreation software) are automatically processed in the system

- In person credit card payments will be processed by the Parks & Recreation Secretary (PRS) through MyRec
- All cash and checks received for ASP/TGTT will be given to the PRS
- The PRS will enter all cash and check payments into MyRec
- The PRS will make copies of all checks and receipts for cash payments received for her/his files
- The PRS will deliver all cash and checks to the Finance Office daily, noting that they are for ASP/TGTT
- The PRS will submit a monthly report from MyRec showing registrations by program to the Supervisor's office
- The Finance Office will make bank deposits weekly
- The Finance Office will receive automatic email notifications for all online payments and will match email notifications to invoices from MyRec so that payments can be properly coded and recorded in QuickBooks

## Pool

### Season Passes

- Season passes are available for purchase online or in person
- Season pass fees can be paid by cash, check, or credit card (either online or in person)
- Online credit card payments through MyRec (recreation software) are automatically processed in the system
- In person credit card payments will be processed by the Parks & Recreation Secretary (PRS) through MyRec
- All cash and checks received for season passes will be given to the PRS
- The PRS will enter all cash and check payments into MyRec
- The PRS will make copies of all checks and receipts for cash payments received for her/his files
- The PRS will deliver all cash and checks to the Finance Office daily, noting that they are for pool passes
- The PRS will submit a monthly report from MyRec showing registrations by program to the Supervisor's office
- The Finance Office will make bank deposits weekly
- The Finance Office will receive automatic email notifications for all online payments and will match email notifications to invoices from MyRec so that payments can be properly coded and recorded in QuickBooks

### Daily Passes

- Daily passes are available for purchase at the pool with cash or check
- Pool attendant will keep a lockbox with cash for daily passes
- Lockbox will be counted at the beginning of each day to verify starting cash of \$100
- Daily pass purchases will be tracked on a Daily Pool Pass Log
- The Aquatics Director (AD) or her/his designee will count the cash box at the end of each day and reconcile totals from the Daily Pool Pass Log to the total cash collected by completing the Daily Pool Collections Report. Any differences will be investigated and resolved.

- A copy of the Daily Pool Pass Log, Daily Pool Collections Report, and all cash collected will be delivered to the Finance Office daily for processing in QuickBooks
- The lockbox will be locked inside the Recreation Office at the end of each day

## Concessions

### Camp

- Concessions are available for purchase with cash only
- All purchases are entered into the cash register at the concession stand
- The Concession Manager or her designee will count the cash register at the end of the day and reconcile totals per the cash register report (“Z-Tape”) to the total cash collected; any differences will be investigated and resolved, or noted on the cash register report.
- A copy of the cash register report and all cash collected for the day will be delivered to the Finance Office daily for processing in QuickBooks
- The cash register will be locked at the end of each day

### Events

- Concessions are available for purchase with cash or credit card
- All purchases are entered into the cash register at the concession stand or by using a point of sale processor
- The Concession Manager / Event Coordinator or her designee will count the cash register at the end of the day and reconcile totals per the cash register report (“Z-Tape”) to the total cash collected. Any differences will be investigated and resolved, or noted on the cash register report.
- During Oktoberfest, the event coordinator and town supervisor/constable/board member will periodically collect cash, sort collections by location, and lock collections in the recreation safe
- Cash for small events will be put in the drop box at Town Hall at the end of the event
- The cash register will be locked at the end of each day
- A copy of the cash register report (when utilized) and all cash collected for the day will be delivered to the Finance Office for processing in QuickBooks
- The Finance Office will reconcile cash collections to the cash register report or to the reports from the point of sale processor after each event

## Petty Cash

- Petty cash for Parks & Recreation (\$100), Pool (\$100 opening cash for lockbox), and Concessions (\$100 opening cash for register) will be kept in a lockbox in a safe in the Recreation Office
- Checks will be cut and cashed before each event to provide petty cash/change for event sales. The amount and denomination of petty cash for each event will be determined based on prior history and knowledge of the needs of each event.
- When petty cash is used to make a purchase, a voucher must be attached to the receipt and given to the Finance Office for processing. The Finance Office will process the voucher and cut a check to petty cash. The check will be cashed and the funds will be returned to the lockbox to replenish petty cash.

## Facility Rentals

- Facility rental fees can be paid by cash, check, or credit card (in person only)
- In person credit card payments will be processed by the Parks & Recreation Secretary (PRS) through MyRec
- All cash and checks received for facility rentals will be given to the PRS
- The PRS will enter all cash and check payments into MyRec
- The PRS will make copies of all checks and receipts for cash payments received for her/his files
- The PRS will deliver all cash and checks to the Finance Office daily, noting that they are for facility rentals
- The PRS will submit a monthly report from MyRec showing registrations to the Supervisor's office
- The Finance Office will make bank deposits weekly
- The Finance Office will receive automatic email notifications for all online payments and will match email notifications to invoices from MyRec so that payments can be properly coded and recorded in QuickBooks

## Equestrian Center

- Equestrian center membership fees can be paid by cash, check, or credit card (either online or in person)
- Online credit card payments through the Town's website must be entered into MyRec by the Parks & Recreation Secretary (PRS)
- In person credit card payments will be processed by the (PRS) through MyRec
- All cash and checks received for equestrian center memberships will be given to the PRS; all cash and checks for horse shows/clinics will be given directly to the Finance Office
- The PRS will enter membership cash and check payments into MyRec
- The PRS will make copies of membership checks and receipts for cash payments received for her/his files
- The PRS will deliver all cash and checks to the Finance Office daily, noting that they are for equestrian center memberships
- The PRS will submit a monthly report from MyRec showing registrations to the Supervisor's office
- The Finance Office will make bank deposits weekly
- The Finance Office will receive automatic email notifications for all online payments and will match email notifications to invoices from MyRec so that payments can be properly coded and recorded in QuickBooks

## Appendices

- A – Recreation Cash Receipts
- B – Daily Pool Pass Log
- C – Daily Pool Collections Report

# Appendix A

## Recreation Cash Receipts

Date: \_\_\_\_\_

	<u>Cash</u>	<u>Checks</u>	<u>Total</u>
ASP/TGTT	_____	_____	_____
Camp	_____	_____	_____
Pool	_____	_____	_____
Facility Rent	_____	_____	_____
Equestrian	_____	_____	_____
Other	_____	_____	_____
Grand Totals	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

Rec Secretary \_\_\_\_\_

Finance \_\_\_\_\_

## Recreation Cash Receipts

Date: \_\_\_\_\_

	<u>Cash</u>	<u>Checks</u>	<u>Total</u>
ASP/TGTT	_____	_____	_____
Camp	_____	_____	_____
Pool	_____	_____	_____
Facility Rent	_____	_____	_____
Equestrian	_____	_____	_____
Other	_____	_____	_____
Grand Totals	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

Rec Secretary \_\_\_\_\_

Finance \_\_\_\_\_

## Recreation Cash Receipts

Date: \_\_\_\_\_

	<u>Cash</u>	<u>Checks</u>	<u>Total</u>
ASP/TGTT	_____	_____	_____
Camp	_____	_____	_____
Pool	_____	_____	_____
Facility Rent	_____	_____	_____
Equestrian	_____	_____	_____
Other	_____	_____	_____
Grand Totals	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

Rec Secretary \_\_\_\_\_

Finance \_\_\_\_\_

## Recreation Cash Receipts

Date: \_\_\_\_\_

	<u>Cash</u>	<u>Checks</u>	<u>Total</u>
ASP/TGTT	_____	_____	_____
Camp	_____	_____	_____
Pool	_____	_____	_____
Facility Rent	_____	_____	_____
Equestrian	_____	_____	_____
Other	_____	_____	_____
Grand Totals	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

Rec Secretary \_\_\_\_\_

Finance \_\_\_\_\_



# Appendix C

## DAILY POOL COLLECTIONS REPORT

DATE: \_\_\_\_\_

SUMMARY OF DAILY POOL PASS LOG			
Description	Rate	# Passes	Total
Child	\$ 3		\$
Youth	\$ 5		\$
Adult (Res)	\$ 7		\$
Adult (Non-Res)	\$ 10		\$
Senior (Res)	\$ 3		\$
Senior (Non-Res)	\$ 4		\$
<b>Grand Total "A"</b>			<b>\$</b>

TOTAL CASH IN BOX	
Description	Total
Change	\$
\$1	\$
\$5	\$
\$10	\$
\$20	\$
\$50	\$
\$100	\$
<b>Grand Total "B"</b>	<b>\$</b>

RECONCILIATION	
Grand Total "A"	\$
Plus Petty Cash	\$100
Sub-Total	\$
Less Grand Total "B"	\$
<b>Difference</b>	<b>\$</b>

NOTE: If "Difference" does not equal zero, please provide explanation:

\_\_\_\_\_  
\_\_\_\_\_

*Remit cash equal to Grand Total "A" to the Finance Office daily, along with copies of the Daily Pool Pass Log and the Daily Pool Collections Report.*

*After the cash remittance to the Finance Office, there should be \$100 in petty cash remaining in the box to start the next day.*