**GUELPH ENGINEERING SOCIETY**
**POLICY MANUAL: CASH HANDLING PROCEDURES**
*Adopted 2017-11-15*
*Ratified by Council 2018-03-21*

*Updated 2019-11-07*

1. Policy Manual:
	1. This Policy Manual shall contain policies regarding the handling of cash within the Society.
2. Event Ticket Sales:
	1. Each event will be added to Shopify on the Engineering Society iPad.
	2. The Society members will sell tickets through Shopify as they would merchandise discussed below.
	3. For each event, a ticket selling committee shall be selected from Council Members who are trained in cash handling procedures.
	4. For events with tickets which cost less than $15, a cash box shall be used and counted by the event organizer at the end of each week.
	5. For events with tickets costing greater than $15, cash must be counted daily, and stored in sealed envelopes signed by the counter.
	6. The total amount of money must balance against the amount of sold tickets, counted by the event organizer with the assistance of the Vice President of Financial Affairs at the end of each day.
	7. Cash must be stored in the Society's safe.
3. Merchandise and Print Credit Sales:
	1. Cash received for merchandise and print credit sales must be stored in the cash register.
	2. The Vice President of Financial Affairs shall count the contents of the cash register, leaving only a small float in the register at any time.
	3. The Merchandise Office will add merchandise products onto the Engineering Society Shopify account to keep track of the number of products sold, and to allow the use of credit cards.
	4. Upon the sale of the product the Society members will add the item to the cart, take the payment either by cash or credit card information (swipe or input numbers), then send the customers a digital receipt through their school email.
	5. The sales are automatically updated to the records of the Vice President of Finance to track inventory.
	6. For print credit, only cash is accepted.
	7. Shopify will still be used to track the number of these sales.
	8. The Society member will input print credit as a quick sale, then put the cash in the register.
4. Training:
	1. All incoming Council Members shall be trained in cash handling procedures, including the use of the cash register, by the outgoing Vice President of Financial Affairs.