

## PATHWAYS ABILITIES SOCIETY

### **POLICY: CASH**

**Applies to:** All Personnel, Volunteers and Persons Served

### **PREAMBLE**

Pathways Abilities Society may receive cash for payments, purchasing products, rent, events, donations, travel, etc.

### **POLICY**

All cash transactions require issuing a receipt.

Product purchase receipts are issued at BikeWays using the “Bikes” and “BikeWays Parts Categories” ShareVision lists.

Cash donation receipts are issued using Donation software.

All other cash transactions receipts are issued using the “Pathways Receipts Miscellaneous “ ShareVision list.

Every effort will be made to have transactions signed by the person giving the cash however there may be situations where it is not possible or extremely onerous i.e. paying to attend the annual Christmas party. The receipt may not be signed by the purchaser however will be given to the person who made the purchase.

All monies received shall be kept in the safe and deposited weekly unless the amount on hand exceeds one thousand dollars (\$1,000). Balances in excess of \$1,000 are deposited at the end of that working day.

Effective/Revision Date  
February 25, 2019

Board Approved

Date Approved  
February 26, 2019