

PATHWAYS ABILITIES SOCIETY

PROCEDURE: CASH

Applies to: All Personnel, Volunteers and Persons Served

Effective/Revision Date:

February 25, 2019

1. Receive the cash.
2. Issue the correct receipt as outlined in the policy.
3. Give the cash and a copy of the receipt to the finance manager.
4. The finance manager:
 - Puts the cash in the safe.
 - Files the copy of the receipt.
 - Deposits the cash at Pathways' financial institution.