

UCC Clubs Cash Handling Policy

Purpose

UCC Clubs collect cash primarily from Club members in relation to membership, events, gear, trips etc. They also receive cash from external sources e.g. sponsors, the general public (through fundraising) etc. Fundraising, for this purpose, is defined as the collection of money from external parties through voluntary contributions, sales, and/or events/programs for the purposes of charitable donation and/or club support. It does not relate to funds obtained from Club members in relation to membership etc.

Strong internal controls within Clubs are necessary to prevent the mishandling of funds and to safeguard against the loss of cash. It is imperative that procedures are in place to minimise the risks associated with the collection, storage and transportation of cash and to protect Club members and the Clubs Executive from inappropriate charges for the mishandling of funds.

Scope

This policy pertains to any Club members, members of the Clubs Executive team and Club administrators who have responsibility for the collection, storage, transport and deposit of cash or cash equivalent.

Definitions

DSPA refers to the Department of Sport and Physical Activity.

CEP refers to the Clubs Executive President.

Cash refers to coin, currency, cheques, money order and electronic funds transfer.

SEA refers to the (Clubs) Senior Executive Assistant.

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Policy Statement

UCC Clubs shall comply with UCC best practise in relation to cash handling. All Clubs will ensure that proper cash handling procedures are in place to protect cash handlers and the cash in their possession. UCC Clubs will ensure that any money collected is accounted for completely, deposited in a timely manner and recorded accurately on the Clubs online portal.

Roles and Responsibilities

Club Treasurer

Each Club Treasurer plays a pivotal role in the following:

- Ensuring that all Club members within their Club are fully aware of the cash handling policy and have received appropriate training.
- Allocating responsibility for the collection of cash at fundraising events etc. to specific Club members and designating responsibility for the counting of cash to two other Club members, where practical. Segregation of duties is essential.
- Ensuring that cash collected is transferred from collection buckets to a locked cash box, where possible, when fundraising is complete and that the key is held in a secure location.
- Ensuring that cash collected is deposited to the DSPA Office in a timely manner and that the lodgement is reflected on the Clubs online portal within 24 hours of the time of deposit.
- Informing the Clubs Executive President/Deputy Head of Sports of fundraising initiatives and plans.
- Liaising with external parties in relation to sponsorship monies etc. and ensuring that funds are transferred into the Clubs bank account as agreed. The SEA should be kept updated on any transfer due and details should be provided such as the date of payment, what the payment relates to and amount. A remittance advice should be emailed to the SEA (if available).

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Clubs Executive

- Ensuring that all Club committee members comply with the UCC Clubs Cash Handling policy and have received adequate training.
- Liaising with Club committees in relation to fundraising activities and supporting them in ensuring that adequate controls are in place to protect those involved in cash handling and safeguard against the loss of cash.

DSPA

- The DSPA must comply with the UCC Cash Handling policy in relation to the storage, transport and deposit of UCC Clubs monies.
- The Deputy Head of Sports is ultimately responsible for managing cash held on behalf of UCC Clubs.
- The SEA must ensure that all cash received from UCC Club members is securely stored in the DSPA Office safe until such time as it is transported to the Bank of Ireland.
- Cash received from UCC Clubs must be counted on a daily basis by the SEA and reconciled to receipts/the reconciliation sheet.
- The Deputy Head of Sports must ensure segregation of duties is maintained in relation to the handling of cash on behalf of Clubs. No single employee is allowed to have complete control of a process. For instance, those involved in collecting cash should not be responsible for the counting of cash/reconciliation to receipts. If there are instances of resource issues and there is an issue with compliance, mitigating controls must be implemented to prevent and detect loss from fraud or negligence.
- Cash must be lodged on a regular basis to the Clubs bank account by the Sports Administrator.
- The SEA must ensure that all bank transfers and online payments in relation to Club monies are accurately recorded on the Clubs online portal.

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Procedure

UCC Clubs should minimise the requirement to handle cash (i.e. coin/notes/cheques/money orders) through the following:

- Where a Club is raising monies from Club members for gear, upcoming events/trips etc., Club members should make the payment via the Clubs online payment facility. The Club Treasurer will notify all members that funds are being raised for a particular purpose and send on a link to members outlining how payment can be made online. Club members may only make payment via cash in exceptional circumstances. In the event that there is an issue with making a payment online, the Club member needs to contact the Club Treasurer directly outlining what the issue is. Club Treasurers will be able to keep track of what payments have been made and by who, the amount received and what is outstanding through the online facility.
- External parties/sponsors should be instructed to transfer the funds due to the Club via bank transfer. The Clubs bank account details should be provided, and the funds will be reflected on the Club portal account by the SEA. Cheques should only be accepted in exceptional circumstances. The Clubs bank account details must be provided in relation to any payment made via bank transfer. No other bank details should be provided (with the exception of Alumni Club bank accounts.)
- Online Fundraising – Clubs should be strongly encouraged to raise funds online using platforms that have been approved by IT Services, from a data security perspective.

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The Clubs Executive and Club Captains/President and Treasurers must put in place strong procedures to reflect the following:

1. Cash collection

- Each Club Captain/President and Treasurer is ultimately responsible for cash handling within the Club.
- The Club Treasurer will agree with the Club committee who will be responsible for collection of cash at a fundraising event. These Club members will be provided with collection buckets and a cash box.
- Following the fundraising event, the cash will be transferred from the collection buckets and stored in the cash box. This will be locked, and the key will be held by a specified Club member as agreed with the Club Treasurer.
- In relation to fundraising activities, the CEP and Deputy Head of Sports must be notified of the Club's intention to raise funds giving details of the event. Subsequent to the event being held, the CEP and Deputy Head should be informed of the amount raised.
- It is recommended that in relation to cash collected from Club members it would be preferable to provide a receipt to the Club member.
- In relation to cash collected from external parties, a receipt must be issued by the Club Treasurer and a copy should be kept as a record of daily cash collected. In certain scenarios, such as paying entry to games or purchasing of programmes, it is acknowledged that it is not feasible to issue receipts.

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2. Counting of Cash

- Where possible, all cash collected by Clubs must be counted on the day it is received. With the exception of cash collected through fundraising, Clubs should reconcile cash received on a daily basis to receipts issued.
- If it is not possible for the cash to be counted on the day of its collection, the storage of the cash must follow the policy in section 3 below.
- Cash is to be counted out of the sight of the public by the two Club members (other than those involved in cash collection) as nominated by the Club Treasurer or their nominee.
- When counting cash, a cash count sheet must be maintained. It should list the names of the people counting the cash, their student numbers, the date the cash is removed from the cash box, the date the cash is returned, the cash breakdown (if applicable) and two signature lines for people signing the cash sheet. Both Club members should sign the cash count sheet acknowledging the recorded amount of cash there.
- All cash must be held intact, and no deductions must be made. No personal cheques should be cashed from any cash collected on behalf of the UCC Clubs.

3. Storage of Cash

- Cash collected must be held securely in a locked cash box at all times (once transferred from the collection buckets). The cash box must be kept out of sight and ideally in a secure location.

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- Precautions should be put in place to ensure that any room in which cash is stored is locked when unoccupied at any stage during the day. The maximum amount of cash to be stored by a Club is €2,000.
- Cash should be transported to the DSPA Office immediately after it is counted for lodgement. If out of DSPA office hours, it should be stored in a locked cash box in a secure location and a lodgement should be made the following morning.

4. Reconciliation

- All Clubs should reconcile cash received to receipts issued (where applicable) and should complete a Club cash lodgement form at the sports office desk which is given to the SEA when the funds are deposited to the DSPA Office.
- The Cash Lodgement form will include the following details:
 - Club **Name**
 - Club **Contact Name**
 - Club Representative Contact **Number**
 - Club **Email Address**
 - Amount in **notes**
 - Amount in **coins**
 - Amount of **cheques/postal orders/bank drafts**
 - **Total**
 - **Reference to what lodgement relates to (e.g. trips)**
- The club cash lodgement form can be downloaded from the following web address: *link under development*

5. Lodgement of Cash

- Cash should be lodged with the SEA located in the Department of Sports and Physical Activity Office, Ferry Lodge, Mardyke Walk. To ensure segregation of duties, a Club member other than the person(s) responsible for cash collection should complete this task. It is preferable that this person is the Club treasurer or their nominee.
- In the event that there are no other Club committee members available to make the lodgement at DSPA other than the person who collected the cash, another Club committee member should check that the cash collected agrees with supporting records and to the lodgement documentation submitted with the cash to the SEA.
- A receipt will be issued by the DSPA Office. The receipt should be retained by the Club and the Club committee member should ensure that the lodgement is reflected on the Clubs portal within 24 hours of the time the funds are deposited at the DSPA Office.
- Where a lodgement is handed in to the DSPA Office, it is counted and receipted on the SEA spreadsheet. The DSPA will ensure that this is lodged to the Clubs Bank of Ireland account.
- The Club Treasurer should ensure that all cash lodged with the DSPA Office is correctly recorded on the Clubs online portal.

6. Transport of Cash

When delivering a lodgement to the DSPA, the following process must be adhered to:

Money in Transit required

Number of custodians

Up to but not exceeding €1,000	Two Clubs Officers
€1,001 - €2,000	Three Clubs Officers
> €2,000	Should not be carried at any one time.

Clubs should never be in a position where it is necessary to carry more than €2,000. All money should be banked regularly to ensure this does not happen. For any events where a large amount of cash is received over a short period of time, the committee should ensure that 6 committee members are on site with the sole function of transporting money in groups of up to 3 people as per the money in transit thresholds.

7. Audit

- Clubs should note that local procedures for cash administration may be subject to audit by the University's Internal Audit Function as well as external auditors.

Related Documentation

Forms

Title	Link
Club Lodgement Form	Link under development
Club Cash Count Sheet	Link under development

Contacts

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Policy Review

This policy will be reviewed on an annual basis prior to the commencement of the new Executive by the Head and Deputy Head of Sports and the Clubs Executive in consultation with the Finance Office.

Version Control

Title of Policy	UCC Clubs Cash Handling Policy
Policy Owner: [Department/Unit]	Finance Office, UCC
Policy Contact: [Name, Title, E-mail]	Gina Morrissey, Finance Analyst (g.morrissey@ucc.ie)
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