



Cardiff Draconians Football Club Cash Handling and Banking Policy

Effective From: 1 August 2025

Approved By:

Policy Version: 1.1

1. Purpose

This policy outlines procedures for the secure handling, recording, storing, and banking of all cash received by Cardiff Draconians Football Club, including but not limited to gate receipts, café/refreshment income, fundraising activities, and merchandise sales. It aims to ensure transparency, minimise risk, and protect volunteers and staff.

2. Scope

This policy applies to all individuals handling club cash, including committee members, volunteers, kiosk staff, matchday stewards, and team managers.

3. Responsibilities

- The **Club Treasurer** is responsible for oversight of all financial processes.
 - A designated **Cash Manager or Supervisor** shall be appointed for each event or matchday.
 - Volunteers or staff collecting cash are expected to comply with all procedures outlined in this policy.
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4. Cash Handling Principles

- **Two-person rule:** Cash should always be handled, counted, and signed off by two individuals.
- **No personal use:** Club cash must not be used for personal expenditure or loans.
- **Secure storage:** Cash must be stored securely in a locked cash box or till, then transferred to a locked safe until banking.



- **Minimise holding:** Cash should be banked as soon as possible – ideally within 48 hours of receipt.

5. Sources of Cash Income

Source	Typical Frequency	Handled By	Procedure
Gate Receipts	Match days	Gate steward + supervisor	Cash counted and logged post-match
Café/Refreshment Sales	Match days	Café team leader	Cash counted at close of day
Raffles & Fundraisers	Special events	Event lead + treasurer	Counted immediately after event
Kit/Merchandise Sales	As required	Club shop coordinator	Counted after each sale session

6. Cashing Up Procedure

- At the end of each event or trading day:
 - Cash is to be **counted by two authorised individuals**
 - A **Cashing Up Sheet** (see Appendix A) must be completed
 - Both counters must **sign off** totals
 - All cash must be secured in a sealed envelope or cash bag with the sheet inside
 - Cash is stored in the club safe or handed directly to the Treasurer for banking

7. Banking Procedure

- Cash must be banked by the Treasurer or an authorised officer.
- Bank deposits should occur **within 7 days**, however, ideally within 72 hours.
- Deposit slips must be retained and cross-referenced with the cashing up sheet.
- All banking records must be reconciled monthly against the club accounts.

8. Shortfalls or Discrepancies

- Any discrepancies must be recorded on the cashing up sheet and reported to the Club Treasurer immediately.
- Serious or repeated shortfalls may trigger an internal review.



- The club reserves the right to refer any suspected theft or misconduct to the authorities.
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9. Security Measures

- Cash handlers must not leave money unattended.
 - Volunteers are discouraged from taking cash home.
 - All storage locations (e.g., till drawers, safes, cash boxes) must be kept locked when not in use.
 - Only authorised individuals may access the safe and cash boxes.
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10. Record Keeping

- All cash income must be recorded in the club accounts using information from the Cashing Up Sheets.
 - Paper copies of cashing up sheets, banking slips, and receipts must be kept for **at least 6 years** for auditing purposes.
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11. Training & Review

- All individuals handling cash will receive guidance on this policy.
 - This policy will be reviewed annually or when operational changes require an update.
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Signed:

Position:

Date:



Appendix A – Cashing Up Sheet (Event Day)

Cardiff Draconians Football Club – Cashing Up Sheet

Event / Fixture: _____

Date: _____

Location (e.g. Café / Gate): _____

Name of Cash Handlers: _____ & _____

Denomination	Count Total
£50 notes	£
£20 notes	£
£10 notes	£
£5 notes	£
£2 coins	£
£1 coins	£
50p coins	£
20p coins	£
10p coins	£
5p coins	£
2p coins	£
1p coins	£
Float Used	-£
TOTAL CASH TAKINGS	£
Card receipts	£
TOTAL TAKINGS	£

Notes (e.g. discrepancies, surplus/deficit explanation):

Signatures:

Counter 1: _____

Counter 2: _____

Supervisor/Treasurer (if applicable): _____