



## CASH HANDLING FOR EVENTS

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All events with expected revenue of \$200 or more must make arrangements for a secure cash drop and security escort. This must be arranged with the Office of Student Experience, at least 2 working days prior to your event.

1. Complete a Student Event Form indicating that you will be collecting cash and nominate the cash collection time/s.
2. Sign out a drop box cash bag and secure tag with the Office of Student Experience.
3. Notify the Office of Student Experience of the approximate time you would like to arrange your cash drop. If you are expecting to collect a large sum of money, or will be taking money for a long period of time, it is recommended that you arrange several different cash drop times.
4. Student Experience will arrange for a security escort to go with you to take your cash bag to the nearest drop box.
5. The cash bag then needs to be picked up from the Cashiers Office the business day following your event.
6. Funds can then be deposited at the bank; the cash bag is to be returned to the Office of Student Experience the business day following your event.

### Cash Handling Basics

- Do - Keep your largest notes in the furthest compartment from where customers stand. These will minimise the risk of a snatch and grab robbery.
- Do - Regularly clear the excess cash from the collection point and lock it away.
- Don't - Count your cash at your event, or where you are visible to customers.
- Never - Leave the cash collection point unattended.
- Never - Store cash in an unsecured area, such as an office or classroom.

### Banking Basics

- Do - Have two students go to the bank, change this regularly.
- Do - Think about disguising your banking in another bag.
- Do - Bank often to keep your cash holding low.
- Don't - Put your banking in a bank bag and walk out the door. It's too tempting for thieves.