

## **VIC JUBA COMMUNITY THEATRE POLICY**

**Title: Cash Receipts**  
**Effective: October 27, 2010**



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### **Purpose**

- To ensure internal control principles are followed for cash received for theatre operations.

### **Procedure**

- Cash received in any amount from a client is the property of the theatre and must be forwarded directly to the Accounting & HR Administrator to receipt. If the Accounting & HR Administrator is not on site, cash must be forwarded to the General Manager or, in his/her absence, to the Board Chairman.

### **Responsibilities of the Accounting & HR Administrator**

- Receipt cash itemizing GST. Record receipt of cash on safe balance sheet and place cash in safe for deposit.