

Cash Handling Policy

Parish commitment

St Patrick's Cathedral Parish, Ballarat, is committed to appropriate and responsible cash handling practices. The parish policy aims to

- ensure that risks associated with cash handling are competently assessed
- provide safe systems of cash handling
- ensure that cash handling does not provide a threat to the safety of staff, volunteers or others present on parish premises
- ensure that emergency and post-incident procedures are in place.

Management priorities

The parish will ensure that

- cash handling procedures are implemented which minimise the risk of robberies or attempted robberies, or other adverse outcomes
- adequate resources will be provided to ensure systems of work are safe
- staff will receive suitable information, instruction, training and supervision to enable them to manage cash handling activities safely.

Employee commitment

All staff will comply with the parish's procedures for safe cash handling.

Date:

Fr Justin Driscoll
Administrator