

## PATHWAYS ABILITIES SOCIETY

### **POLICY: CASH**

**Applies to:** All Personnel, Volunteers, Tenants and Persons Served

Original Approval Date: February 25, 2019

Date Board Approved: September 12, 2022

Replaces Policy Dated: February 25, 2019

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Board Member's Signature

### **PREAMBLE**

Pathways Abilities Society may receive cash for payments, purchasing products, rent, events, donations, travel, etc.

### **POLICY**

All cash transactions require issuing a receipt.

Product purchase receipts are issued at BikeWays using the "Bikes" and "BikeWays Parts Categories" ShareVision lists.

The society strongly discourages the payment of rent or any other charges in cash and prefers to accept cheques or electronic transfers of funds.

Cash donation receipts are issued using Donation software.

All other cash transactions receipts are issued using the "Pathways Receipts Miscellaneous" ShareVision list.

Every effort will be made to have transactions signed by the person giving the cash however there may be situations where it is not possible or extremely onerous i.e. paying to attend the annual Christmas party. The receipt may not be signed by the purchaser however will be given to the person who made the purchase.

All monies received shall be kept in the safe and deposited weekly.