

Operating Policies

40. FINANCE

4005 - Safekeeping of Cash

Effective: March 08, 1989

Revised: February 17, 1999

On the recommendation of Territorial Finance Council, the Territorial Commander has approved the following guidelines regarding the safekeeping of cash:

Great care is to be taken in the safekeeping of cash in Salvation Army custody. Procedures and facilities are to be reviewed from time to time to ensure their adequacy.

Following are specific guidelines:

1. Bank depository facilities are to be used wherever available to avoid retaining cash in Salvation Army buildings and quarters. If a proper deposit to an account cannot be made, the cash is to be placed in the night depository for proper processing on the following business day.

2. A cash chest in a cement block or in the wall or floor is an acceptable alternative to paragraph 1. (This chest should not be confused with safes that have a rating for fire only, but are easily broken into.) Please note that cash should still be deposited in the bank on the next business day, if possible, and no more than three business days later.

A Chubb Mosler and Taylor C15 Money Safe in an 800 lbs. reinforced concrete block is recommended. **No cash or other valuables are to be kept in desk drawers, filing cabinets, metal boxes, metal safes, or safes that do not meet the above requirements.**

3. Loss of cash is **NOT COVERED** by insurance.

4. While officers are reminded that Orders and Regulations hold officers personally responsible for the safekeeping of Salvation Army funds, both officers and employees who have responsibility for handling cash on behalf of The Salvation Army must adhere to the above guidelines. Every precaution is to be taken to ensure that funds in our care are adequately protected. Failure to comply may form the basis of termination of employment because of "serious neglect of duty."

Clyde Moore

Colonel

CHIEF SECRETARY