

These processes and procedures have been designed with the safety of all volunteers in mind and to ensure the integrity of on-the-day cash handling. As there are so many MDC locations this year there is a greater risk of accidental mishandling and the unintentional loss of funds received. We request that all cash management volunteers are aware of these procedures. In no way are these requirements a reflection of the work from our long-standing volunteers, for which we continue to be extremely grateful.

Cash collection process

- Each location to have a minimum of one nominated collector (two recommended) to be in charge of managing the cash on the day

Donations tins

- All must be official MDC collection tins with labelling.
- Ensure all have a number allocated to them (ie in texta on the bottom) so each can be tracked to a specific area. An allocated collector is to keep a list of all tins at their location.
- At the end of the day we recommend each tin is handed to the Event Manager or Host to be opened (pliers required for plastic tins and can opener for the metal tins) and counted. Donations and the tin number to be recorded as “donations” on the reconciliation form, registration fees are to be recorded as entry fees on the reconciliation form. Registrations will only be allowed at nominated regional locations.

Donation Point Mobile

- Locations that have a donation point mobile device (DPMD) allocated to them should ensure a specific volunteer is responsible for the device at all times.
- All (DPMD) are battery powered but we recommend charging them overnight and where possible, having a power source on the day if the battery fails.
- Please refer to the instructions which are included with the device.

Registrations / Entry Fees (only applicable to nominated regional locations)

During the Day

- Only cash to be accepted for entry fees paid on the day
- All cash received must be placed in a donation tin
- All entry forms must be completed & retained to reconcile (please ensure the location box is completed)

End of the Day

- Donation tins are to be handed over to the Event Manager or Host at the location.
- All Entry Forms are to be handed over to the Event Manager or Host at the location.
- Event Manager/Host or nominated volunteer to count & sign for the cash received before banking the funds.

Cash Collectors/Committees

- All cash collected to be counted and signed by one or preferably two authorised Event Managers/Hosts or nominated cash management volunteers.
- All cash to be banked into the MDC Westpac account within 48 hours. The bank details are:

Account Name	MDC Foundation Limited Operating Account
BSB	033 002
Account Number	907 598

- Person who deposits cash into MDC bank account to ensure the event postcode or the location name is recorded as the description.
- All cash reconciliation forms to be scanned and emailed at the earliest opportunity after the event to:
regionalevents@mothersdayclassic.com.au
- All entry forms to be scanned and emailed at the earliest opportunity after the event to:
regionalevents@mothersdayclassic.com.au
- If multiple bank deposits are made, cash reconciliation forms must include the different banking date/s and relevant /\$ amounts

For any urgent queries on the day, please contact Tom Kokkinos (MDC Financial Controller) on 0413 594 446.