



Cash Policy for Puslinch Lake Golf Course

Effective Date: September 9, 2023

Policy Statement

Effective September 9, 2023, Puslinch Lake Golf Course adopts a policy regarding the provision of change for transactions. This policy is designed to streamline cash handling procedures and maintain financial security for the organization.

Policy Guidelines

Change Limit

Puslinch Lake Golf Course will not provide more than \$50 in change for any transaction, regardless of the payment method (cash, check, electronic, etc.).

Customer Awareness

Clear and visible signs indicating the change limit will be displayed at all points of sale, checkout counters, and payment areas. Customers will be informed of this policy prior to completing their transactions through appropriate signage and verbal communication.

Cash Handling Procedures

Employees involved in cash handling are responsible for adhering to the change limit policy. They must not provide change exceeding \$50 in any circumstance. In situations where a transaction exceeds this limit, employees should politely inform the customer about the policy and explore alternative payment options.

Employee Training

Puslinch Lake Golf Course will provide comprehensive training to employees regarding the change provision policy. This training will ensure that employees are well-informed about the policy's specifics, understand its significance, and are capable of effectively communicating it to customers.

Exception Handling

In exceptional cases where providing change exceeding \$50 is deemed necessary (e.g., authorized management approval for large purchases), the transaction must be documented, and employees must follow established procedures for recording such transactions.

Policy Review

This policy will undergo periodic reviews to ensure its continued effectiveness and relevance. Any necessary updates or changes will be communicated to all relevant employees.

Consequences of Violation

Employees found in violation of this policy may face disciplinary actions, up to and including termination, depending on the severity and frequency of the violation.

Policy Compliance

All employees are responsible for complying with this change provision policy. Failure to do so may result in disciplinary actions in accordance with Puslinch Lake Golf Course's established policies and procedures.

Policy Approval

This policy has been reviewed and approved by Ben Davies, General Manager, on September 9, 2023.

Policy Implementation

This policy will take effect on September 9, 2023, and all employees are expected to adhere to its guidelines.

Puslinch Lake Golf Course is committed to upholding the highest standards of financial responsibility and integrity. This policy is established to ensure consistency and transparency in providing change for transactions while safeguarding the financial interests of the organization.

Signature:

Date: 09/09/2023