



This Rules/Policy document is provided to you and your organization as a starting point or maturity checkpoint for existing rules/policies. It is brought to you on behalf of Jim McConnell, Principal Owner, and Ask McConnell, LLC – A Converged Security Services Provider. The content is not meant to cover every circumstance, industry, law, regulation, contractual requirement, threat, environment, or risk, but it provides an easy, defensible, highly accountable starting point for any organization. Please consult with your legal counsel and insurance provider about added requirements. If you know of peers that you think would find value in these resources, please have them contact us. These will be updated on our website regularly. We are not legally protecting these documents; we just ask for credit, shout-outs, and referrals if you find them helpful. If you have recommended updates, we are all ears. And if you need Converged Security Consulting and Training, please reach out, we would be honored to serve you and your organization.

Jim McConnell

info@askmcconnell.com

Ask McConnell, LLC

<https://askmcconnell.com>

Handling of Cash and Checks

Updated: 8 April 2025

Protecting human lives is the highest requirement of our entire organization, whether they are employees, customers, volunteers, visitors, or part of our supply chain while under some nexus to our organization. Many times things we do online will impact people's lives, physically, financially, and emotionally.

Rules

- I will report security incidents, concerns, vulnerabilities, and threats to my supervisor or organization's Ethics Hotline as soon as possible and safe, but if they are not available and I feel unsafe, I will contact law enforcement.
- I will engage the organization's safety and security leadership in all recruiting and onboarding processes and training development and improvement activities
- If I will be handling cash or checks or individuals handling cash or checks under my management control, I will
 - Verify all have had a more extensive background check, with added financial checks.
 - Make sure the cash or checks are being counted, documented, and registered by a minimum of a rotating two-person, trained count team in a non-public space. I will also confirm this space is also covered 24x7 by a quality tamper-resistant camera
 - Use the electronic safe or drop safe for storage until picked up by the courier or taken directly to the bank.
 - Use a contracted bank courier when the total is over \$_____
 - Use a bag in a bag and bank bag with audit documentation enclosed
 - Use Nitrile Gloves or equivalent PPE during handling procedures
 - Perform Opening / Closing / Shift Counts and register these counts on proper count forms with a two-person blue wet signature
 - Make sure additional security controls, pickup rotations, and training are in place for all public events supported by the organization where cash or checks are involved.
 - Use a two-guard contracted armed guard service to support onsite cash and check protection if over \$_____
- I will confirm all personnel under my management control, with knowledge of and access to the organization's "Petty Cash Box", are background checked, trained, and signed off on these rules. I will also make sure the box is rotated (location, key, etc.) on a quarterly basis.
- I will implement metrics to manage the security and safety aspects of cash and check handling
- I will manage or support a State of Cash Handling Security Report and Presentation, under Executive Session, at least yearly, that covers incidents, vulnerabilities, improvements, and metrics across all domains of Security.

Signature Note: I am a huge fan of wet signatures on these types of documents for accountability and investigation reasons. So you can add the parts below to each rule/policy document or have a collective wet signature and references in the Security Agreement document, located on the same webpage you got this rule / policy from. Organizational preference.

Print Full Legal Name

(Blue Ink) full Legal Name Signature
Style of signature must closely match Driver's License

Date
