



STUDY ASSOCIATION COGNAC

Till and ATM regulations

Approved on the 21st of November 2017

1 Request for the usage of the till and/or ATM

When a committee wants to use the till and/or ATM, the committee should request this at least five working days beforehand from the treasurer. A committee can only use the till and/or ATM for CognAC related activities. The treasurer will decide when the transfer of the till and/or ATM will take place. The first transfer is from the treasurer to the till/ATM keeper (hereafter referred to as 'keeper'); the second transfer is from the keeper to the treasurer.

2 Till form

The transfer of the till and/or ATM has to be registered on the till form. The following information should be filled in on the till form:

- Name keeper
- Name committee
- Reason for request of the till and/or ATM
- Time and date of the transfer
- Specification of the money balance in the till during both transfers

3 The keeper

The keeper has to be appointed as keeper by the committee that wants to use the till and/or ATM.

The treasurer will transfer the till and/or ATM to the keeper. The keeper will return the till to the treasurer for the second transfer.

It is not allowed to switch the keeper during the time the original keeper is in possession of the till and/or ATM. The keeper has to stay in possession of the till and/or ATM and the till key inbetween both transfers. The keeper is accountable for possible loss of the till key.

4 Responsibility

When a committee borrows the till and/or ATM, the keeper is responsible for the till and/or ATM. After the transfer of the till and/or ATM, the keeper must stay in possession of the till and/or ATM. Until the keeper transfers the till and/or ATM back to the treasurer, the keeper is responsible for the till and/or ATM.

5 Duration of use

The treasurer, keeper, and chair of the committee strive for a lending period of no longer than necessary with a maximum time of ten working days, unless agreed upon differently.

6 Transfer

Transfer from treasurer to keeper

The treasurer must prepare the till and/or ATM for the transfer. This means that the treasurer ensures there is enough spare change in the till, and that the ATM is charged. The money in the till will be counted by the treasurer and the total amount of money and amounts of the different money units will be indicated on the till form by the treasurer.

At the time of the transfer, the keeper will verify in the presence of the treasurer whether the specified money balance is actually in the till and that the ATM works. The till form with the specified money balance must be signed by the keeper and the treasurer to agree upon above named issues. The till form will stay in possession of CognAC for their administration. The keeper has the possibility to request a copy of the till form for own use.

During the transfer of the till and/or ATM, the till and/or ATM, the till key, and a possible copy of the signed till form will be given to the keeper.

Transfer from keeper to treasurer

Directly after use of the till, the till keeper must count the contents of the till. During the counting of the till, the amounts of the money units should be written down.

At the time of transfer the treasurer will verify in the presence of the keeper the money balance of the till. After mutual agreement, the till form will be signed a second time by both parties. The original till form will stay in possession of CognAC for their administration. A possible copy of this form can be requested by the keeper. The till key and (if applicable) ATM must be returned to the treasurer during this transfer from keeper to treasurer.

7 Absence of treasurer

Should it occur that the treasurer is not able to handle one or both of the till and/or ATM transfers, then the treasurer is entitled to authorise another member of the board to fulfil this task.