

Cash Handling

The safe handling of cash within a church environment can assist in preventing crimes. Cash handling incorporates not only general cash security, but also the secure storage and transport of cash. It is important that all church members having responsibilities involving cash are aware of cash handling procedures.

Some considerations relating to cash on premises

1. Money stored as a float on the premises should be kept to a minimum.
2. Additionally, individual floats should be kept as small as possible.
3. To minimise damage to offering boxes/cash registers by after hours thieves, leave your tills empty and open overnight. This will avoid an offender damaging the collection box/cash register to find out there is nothing inside.
4. Consider installing a safe that is securely fitted to a solid object.
5. Safe keys and combinations should be stored securely.
6. Ensure that before cash is counted the attending church members are in a safe and secure area of the church that is out of public view. This may include checking the premises, including the toilets and other concealment locations such as large cupboards, for people who may be hidden.
7. Make sure all exterior doors and windows are properly secured from the inside before counting money.
8. Ideally, money should be counted out of public view and away from windows that allow observation of the process.
9. If cash is being counted in a specific area, consider installation of a telephone or duress (panic button) alarm system at this site.
10. Don't discuss cash amounts or handling procedures in public.
11. It is not advisable to take cash home and be known to do so.

Should your church have a retail outlet cash register security is critical. The following tips should be considered:

1. Do not leave the register drawers open longer than necessary during business hours.
2. Position the register to eliminate or restrict public view of its contents, which should not be within the reach of potential offenders.
3. Keep as little cash in the register as possible, by regularly transferring it to a more secure place. Ensure this is done at random times.
4. Ensure staff/volunteers do not give change to customers or keep large amounts of cash in their pockets whilst serving.
5. Encourage staff/volunteers to be alert at all times.

Transporting Cash

Be alert and use common sense, consider the following:

1. The safety of employees/volunteers is paramount. Use of a cash transporting service, especially when large amounts of monies are involved, is strongly recommended.
2. If employees/volunteers are utilised to courier deposits, it is recommended that they be criminal and reference checked, suitable and able bodied, properly trained in cash carriage procedures and robbery response, be comfortable with the duty and have access to a mobile telephone.
3. Consideration may be given to the carriage of a personal safety alarm that can easily be activated in the event of an emergency.
4. Company uniforms should not be worn or if they are worn, they should be covered by other clothing items. Any badges should be removed from uniforms that could identify the courier as a church staff.
5. Use ordinary looking plastic shopping bags or a properly constructed cash carrying bag specifically designed to carry money.
6. Do not place money, cheques etc. into a handbag, bank bag or bag that identifies the outlet/church.

7. Vary the route and times of bank deposit trips - do not follow a pattern.
8. When carrying cash try and stay in populated areas rather than deserted ones.
9. Have two members of staff/volunteers attend to the banking where possible.
10. Walk facing the oncoming traffic, remaining close to the fence line and away from the kerb.
11. Be alert at all times to persons and/or vehicles following and take note of registration and personal description details.
12. When utilising a private vehicle, ensure that it is properly maintained, the doors and windows are appropriately secured and do not make any unnecessary stops on the way to the bank.
13. Watch for suspicious persons and vehicles and report observations including descriptions, to the police on Triple Zero '000'.
14. Ensure co-workers know your expected time of return so an alarm can be raised if necessary.

Staff/Volunteer Training

1. All staff and volunteers should be trained on robbery procedures and security equipment activation. This should be conducted as an integral part of all staff/volunteer induction courses and then maintained and renewed annually.
2. Attendance by people to the church outside normal operating hours should be treated as suspicious and identification should be requested before entry is allowed.
3. Staff and volunteers personal name tags should not contain surnames.
4. Seek National Name Checks (Police Checks) for all staff and volunteers when applicable.
5. Staff/volunteers should be attentive towards suspicious behaviour, motor vehicles or out of the ordinary incidents.
6. Observation by staff/volunteers may prevent an offence from occurring. Police should be notified of any reasonable suspicions as soon as possible.
7. When a staff member/volunteer leaves your church or employment ensure all keys and staff passes are returned or change the locks, if a staff member/volunteer leaves under difficult circumstances, also consider changing cash handling procedures and security codes.
8. Review and monitor the security and safety of your church if you consider it to be at high risk.

