

Standard Operating Procedures - Treasury Department

1. GENERAL PROCEDURES

- a) Duty Managers are not allowed to handle any cash in Treasury when a Treasurer is present for duty or perform any transactions on the Cash Management System (CMS)
- b) In the event of a Treasurer not being available for a shift for whatever reason, a Duty Manager may act as a Treasurer for that shift but is not allowed to play dual roles, (be the Acting Treasurer and the Duty Manager for that shift.)
- c) No cash can leave or enter the treasury department or be kept in any of the safes in treasury without it being recorded on the CMS.
- d) It is the Treasurer's responsibility to ensure the correct supporting documents for each transaction is uploaded onto the CMS before the transaction is completed. If a Treasurer fails to upload the correct supporting documents, disciplinary action will be taken according to the Goldrush Disciplinary Code for "Negligence"
- e) All handling of cash (notes and coins) must be performed in full view of Surveillance and on a glass table in the Treasury department.

1.1. COUNTING OF NOTES AND COINS:

- a) All notes must be laid on the glass table per denomination, counting from highest to lowest denomination.
- b) All notes must be banded in batches of 100 notes per batch.

R100.00	X	100	=	R10 000.00
R50.00	X	100	=	R 5000.00
R20.00	X	100	=	R 2000.00
R10.00	X	100	=	R 1000.00
- c) If a note counting machine is used, then notes may be sorted and banded in batches of one hundred. Each batch of one hundred must be passed through the counter a second time as a double check. All bundles must be checked for any mixed denominations.
- d) Any odd amounts less than 100, will be laid neatly alongside the respective denomination in rows of five.
- e) All coins (Bags and loose coins) must be laid on the glass table per denomination, counting highest to lowest.
- f) All coins must be placed into money bags per denomination:

R5.00	X	20	=	R100.00
R2.00	X	25	=	R50.00
R1.00	X	20	=	R20.00
R0.50	X	20	=	R10.00
R0.20	X	50	=	R10.00
R0.10	X	100	=	R10.00
- g) The bags will then be neatly arranged on the table in groups of five from left to right starting with the highest denomination to the lowest.

- h) Any odd coins less than the amount required to create a bag of coins will be laid neatly alongside the respective denomination in rows of five.

2. Staff Variances

- a) The CMS is linked to the Head Office payroll system, therefore all variances accepted by a staff member on the CMS will automatically be submitted to the payroll department for deduction. The CMS includes the clause: ***I also accept the respective variance deduction allocated to me*** when a staff member has a variance.
- b) All variances will be deducted, regardless of Rand value.
- c) Any staff member that has a variance of R50.00 or more, regardless of reason (example: capturing error or been on training) will receive disciplinary action taken against them by the General Manager, for Negligence as per the Goldrush Disciplinary Code 2.1.
- d) All staff members that capture figures incorrectly will be issued with the necessary disciplinary notices
- e) Only once disciplinary paperwork is submitted to the Treasury Audit team, then only adjustments will take place – if this is not submitted, the variance amount will be deducted

Extracts from the Goldrush Disciplinary Code:

“Negligence”	failure to exercise reasonable care-over something; breach of a duty of care which results in damage.
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2. Offences relating to work ethic, the employee’s work obligations, unsatisfactory performance and related offences.					
No.	Offence	1st Offence	2nd Offence	3rd Offence	4th Offence
2.1	Negligence in carrying out duties.	Final Written Warning	Dismissal		

3. SPEED POINT TRANSACTIONS

- a) The cashier will be held responsible for any incomplete speed point transactions accepted or any transactions that was declined by the bank but accepted by the cashier, this amount will be deducted from the cashier.
- b) Any speed point transactions captured incorrectly on the cashier system (GAAP, DRGT or CMS) will be regarded as a variance and the amount will be deducted from the cashier or treasurer

- f) If a treasurer or cashier continuously captures speed point transactions incorrectly on any system, the treasurer or cashier will be subjected to disciplinary action for Negligence as per the Goldrush Disciplinary Code 2.1.
- g) The Speed point End of day reports from the EBT station must be uploaded onto the CMS when cashing in the EBT cashiers and the same must be done for the Bar

4. COUNTING THE SAFE

Steps:

Click on: General Admin

Click on: Safe Reconciliation

Click on Actual Cash in Safe (*This must exclude the dud notes, which must be captured under “DUD Notes/Coins”*)

The screenshot shows the Goldrush Cash Management System interface. The top navigation bar includes 'CASH IN', 'CASH OUT', 'GENERAL ADMIN', 'REPORTS', and 'MY PROFILE'. The 'GENERAL ADMIN' tab is active. Below the navigation bar, there are links for 'Safe Reconciliation', 'Reset Employee Password', and 'GENERAL ADMINISTRATION ACTI...'. The 'My Requests' section on the left includes 'Treasury Adjustments', 'Surveillance Requests', and 'Document Update Requests'. The main area displays the 'CASH IN BRANCH SAFE' section, which includes a table of cash denominations and a transaction log.

Ref. No.	Date/Time	Narrative	Amount	Closing Balance
016_0003131	2020/06/08 15:23:25	EBT Cash Drop from RIVAS...	155 000.00	924 168.00
016_0003124	2020/06/08 15:22:18	LPM Cash Drop from RIVAS...	192 000.00	769 168.00
016_0003121	2020/06/08 12:19:08	CIT Banking In by RIVASHA...	110 000.00	577 168.00
016_0003118	2020/06/08 11:53:51	CIT Banking In by RIVASHA...	167 168.00	467 168.00
016_0003117	2020/05/04 20:39:18	CIT Banking In by RJKI HA...	300 000.00	300 000.00

The 'CASH IN BRANCH SAFE' section also includes a table of cash denominations:

Denomination	Amount
R200	260000.00
R100	460000.00
R50	120750.00
R20	40980.00
R10	15500.00
R5	18985.00
R2	3702.00
R1	2339.00
50c	192.50
20c	1610.40
10c	109.10
TOTAL	924168.00

The 'ATM CASH IN DETAILS' section includes a table for 'Cash In Details' with columns for 'Cash Expected', 'Actual Cash In Safe', and 'DUD Notes / Coins'. The 'Cash Expected' field is set to 924 168.00. The 'Actual Cash In Safe' field is set to 0.00. The 'DUD Notes / Coins' field is set to 0.00. The 'Denom.' column is empty.

4.1. General

- a) The Duty Manager will contact Surveillance for the safe pin code to open the safe, every time the safe needs to be opened
- b) The Treasurer should empty the safe of all contents and all monies must be laid out on the glass table.
- c) The Duty Manager is not allowed to handle any cash whilst the Treasurer is counting the safe.
- d) A reasonable amount (R5 000.00 or less) of cash may be locked in a small cash box or the Treasurer's digi safe for petty cash usage and only the duty Treasurer must have access to this cash.

- e) Once the safe is counted, all monies must be placed back into the safe and the safe locked.

4.2. Morning Safe Count

- a) The morning safe count is done by the Treasurer, who physically counts the cash and the Duty Manager, who verifies the cash counted and captures the values on the CMS.
- b) The safe must be counted and balanced to the CMS before the site is opened to the public and before the EBT count is concluded.
- c) The made-up floats for the evening shift must be prepared and sealed in enviro bags and kept in the main safe before the site opens to the public.
- d) All cash except the morning floats will be kept inside the main safe, which must be locked, before the site is opened to the public.

4.3. Shift Change Over

- a) The Shift change over will only take place once the dayshift Treasurer cashes in all floats that was issued during their shift.
- b) The Shift changeover will be conducted between the dayshift Treasurer and evening Treasurer.
- c) The Evening Treasurer will count the physical cash and the dayshift treasurer will capture the amounts on the CMS
- d) Once the Treasurers complete the handover, the dayshift Treasurer must leave the treasury department immediately and is not allowed back into the Treasury department

4.4. End of day Safe count

- a) The End of day safe count must be conducted by the Treasurer and the Duty Manager.
- b) Before the safe is counted, the Duty Manager must ensure all additional cash is banked and only the authorised cash holding limit is kept in the safe, to prepare the next day's morning floats.
- c) The safe count must be concluded and balanced to the CMS
- d) Once the safe is balanced on the CMS, the Treasurer and the Duty Manager must prepare the next day's morning floats and seal them in marked enviro bags.
- e) All cash must be placed into the main safe and locked.

4.5. CREATING MADE UP FLOATS

- a) All made up floats prepared must be sealed in an enviro bag and the enviro bag is labelled correctly.
- b) At night, after the main safe count is concluded and balanced to the CMS, the night Treasurer and Duty Manager must create the next morning's floats, this will include the reliever floats for the upcoming dayshift.

- c) After the EBT & LPM count is concluded and the cash is accepted by the Treasurer and recorded onto the CMS, the Treasurer and the Duty Manager must prepare the night shift's floats, this includes all reliver floats, before the site is opened to the public.


5. CIT BANKING


Steps: Click on: Cash Out then Click on: CIT Out

The screenshot shows the Goldrush Cash Management System interface. The top navigation bar includes 'CASH IN', 'CASH OUT', 'GENERAL ADMIN', 'REPORTS', and 'MY PROFILE'. Under 'CASH OUT', there are icons for 'ATM Float Out', 'BAR Float Out', 'CIT Out', 'EBT Float Out', 'LPM Float Out', and 'Petty Float Out'. The 'CIT Out' icon is highlighted. Below this, the 'CIT CASH OUT DETAILS' form is displayed. It has three main sections: 'Cash Issued To Bank' with a 'Cash Amount' field set to 0.00 and a 'Denom.' dropdown; 'Confirmation and Approvals' with 'Treasurer' and 'Manager' fields, each with a 'Confirm' or 'Approve' button; and 'Supporting Documents' with a 'CIT Out Document' field and a 'Browse' button. A note below the document field says 'Below is a sample of the required document: 1. CIT Bank Slip' with a 'DONE' button at the bottom.

The image shows two deposit slips. The top slip is a 'Drop Grand Total Slip' with the following details: TS 123324, R157500.00, Grand total: R157500.00. Employee: CASHIER 2, Card No: 6361941222637881, DateTime: 26-03-2020 09:45:27, Location: Goldrush Bingo Graaff Reinet. The bottom slip is a 'Deposit Slip' with the following details: Total value: R157500.00, and a breakdown of denominations: R 10: 647, R 20: 659, R 50: 599, R 100: 899, R 200: 90. It also includes the same employee, card, date, and location information. A signature is visible on the right side of the deposit slip.

- Treasurer must prepare all notes to be banked and the Duty Manager will verify each denomination and make a note of the values per denomination.
- The Duty Manager will activate the cameo and the Treasurer may begin banking cash into the cameo.
- Once all notes have been inserted into the cameo, the Duty Manager must print and sign the cameo banking slip.
- The Treasurer will cash out the cash per denomination from the CMS and upload the cameo banking slip.
- If manual banking must be done, the Duty Manager must receive authorisation from the Regional Operations Manager, once authorisation is received the Duty Manager must fill in the G4S Deposit slip (see below) and once the manual bags are collected, the Duty Manager must upload the G4S collection receipt (See below) onto the CMS.
- Sites with G-Bets Retail stores**, when receiving cash from G Bets for banking, please cash In the value under "CASH IN – CIT Float IN" 9upload the G Bets aartvark end of day report-indicating banking amount) **THEN** Cash out the same value as "CASH OUT - CIT OUT" All G Bets cash must be banked separately in the banking device and have its own device banking slip, which must match the cash received from G Bets

ANNEXURE TO IOS 3			
		BANKING DETAILS	
Deposit slip			
CLIENT CODE			
COMPANY NAME			
BANK NAME			
ACCOUNT NUMBER			
REFERENCE TO USE			
Total deposit	R		
DATE			
CLIENT REPRESENTATIVE SIGNATURE			

DATE				Reg. No. 1964/00807407 G4SCIT110		ZA 8146345	
TIME ARRIVED		CLIENT CODE		TIME DEPARTED			
BOX NO	SEAL NO	BOX NO	SEAL NO				
				3371066028008			
				301 597242300			
				a 301 597242294			
				0 301 597242317			
				201 597242157			
				301 597242270			
				301 597242287			
RECEIVED BY		DELIVERED BY		RECEIVED BY		DELIVERED BY	

5.1. Receiving cash from CIT Company

- When a site, requires additional cash to increase the site's operational float, the General Manager must request authorisation from the Regional Operations Manager and after authorisation is received, completing the required documentation and submitting it to the Head Office, Finance department to process an EFT to the CIT company.
- The General Manager must obtain proof of payment from the Head Office, Finance department and submit the required documents to the CIT company for delivery of cash.
- Once the CIT company delivers the cash to the site, the Treasurer and Duty Manager must verify the cash received against to the order place, once satisfied, the cash must be captured onto the CMS.
- Always capture the amount ordered from the CIT company and what appears on the G4S delivery receipt.
- If there is a difference between the actual cash received verse the CIT order cash, the difference will be accepted during the safe count

Steps:

Click on: CASH IN then Click on: CIT Float In

Goldrush Cash Management System

My Requests

- Treasury Adjustments
- Surveillance Requests
- Document Update Requests

CIT CASH IN DETAILS

Cash Received From Bank

Cash Amount * : 0.00 Denom.

Confirmation and Approvals

Treasurer * : Confirm

Manager * : Approve

Supporting Documents

CIT In Document * : Browse

Below is a sample of the required document:

[1. CIT Bank Slip](#)

DONE

CASH REQUEST FORM

CA 1013658

CUSTOMER: [Handwritten Name] DATE ORDERED: [Handwritten Date]

CUSTOMER CIP: [Handwritten] DATE PACKED: [Handwritten]

DELIVERY DATE: [Handwritten]

NOTES

DENOMINATION	QUANTITY	TOTAL
\$100	20000	2000.00
\$50	20000	1000.00
\$20	20000	400.00
\$10	20000	200.00
TOTAL NOTES		3600.00

COINS

DENOMINATION	QUANTITY	TOTAL
\$1	20000	20.00
\$0.50	20000	10.00
\$0.25	20000	5.00
\$0.10	20000	2.00
\$0.05	20000	1.00
TOTAL COINS		38.00

TOTAL ORDER (NOTES & COINS): \$3638.00

CUSTOMER PAYMENT METHOD (Please Indicate): CASH [] EFT []

REMOVED BY: [Handwritten] VERIFIED BY: [Handwritten]

DATE: [Handwritten] DATE: [Handwritten]

CASHIER: [Handwritten] SIGNATURE: [Handwritten]

6. EBT Drop

Every morning the EBT canisters are cleared from each EBT and taken to the Count or Treasury room to be cleared and counted. Once the clearance and count are completed the Treasurer will capture the cash received from the EBT count onto the treasury system.

6.1.1. VERIFYING OF THE EBT COUNT

- All notes must be banded in batches of 100 notes. Batches of less than 100 notes should be neatly laid out neatly in rows of five.
- These bundles will then be neatly arranged on the table in groups of five and rows of ten from left to right starting with the highest denomination to the lowest.
- All parties must agree to the cash totals with the Duty Manager who must compare the actual cash counted to the DRGT reports to verify that the amounts balance.
- Surveillance must be informed of the actual cash counted per denomination laid on the table, the DRGT Bills meter amount and if there was any variances between the meter value and actual cash counted, it should be reported to Surveillance at this stage.
- Only after Surveillance is contracted and the above (point e) is completed then only will the cash be moved into the treasury department
- At this point, the proceeds of the count are effectively transferred to the treasury department and may only be handled by the Treasurer on duty.

Steps Click on: CASH IN then Click on: EBT Drop

Bill Count					Lands Ministry on 26.03.2020 10:34:29 @ client (182.168.1.254)									
Inventory #	Gaming Day	Generated	Type	COD	System Count			Machine Count		Bill Count				
					Bill Drop	Variance	Count	Count	10	20	50	100	200	
41905	24.03.2020	25.03.12:27:45	MC	0.02	100	0	100	200	0	0	0	2	0	0
	24.03.2020	25.03.12:27:45	MC	0.02	380	0	380	100	0	0	2	0	0	0
41906	24.03.2020	25.03.12:27:45	MC	0.02	0	0	0	380	1	1	1	3	0	0
41907	24.03.2020	25.03.12:27:45	MC	0.02	0	0	0	0	0	0	0	0	0	0
	24.03.2020	25.03.12:27:45	MC	0.02	200	0	200	0	0	0	0	0	0	0
41908	24.03.2020	25.03.12:27:45	MC	0.02	200	0	200	0	0	0	0	0	0	0
	24.03.2020	25.03.12:27:45	MC	0.02	468.750	0	468.750	0	408	668	1.100	5.538	281	0
MC					468.750	0	468.750	0	408	668	1.100	5.538	281	0

Note:

Emergency Clearance: (Yes or No) – If there was an emergency clearance done, during the operating day, then select “Yes”.

If the EBT clearance was done as per norm, select “No”

Expected Cash: Capture amount: As per the DRGT Count Report: “Bill Count” amount (Amount the DRGT expected to receive from each canister) **Please ensure your DRGT Report reflects “DAY RECORD”**

Cash Received: Capture Amount: As per actual cash counted and received per denominations, to be added to the treasury safe balance *(This amount should also match the DRGT Count Report: Count)*

Variance: The variance is automatically calculated between the Expected Amount and Cash Received – This should be the same variance on the DRGT Count report.

If the DRGT Count Report: Bill Drop value does not match the actual cash count and the CMS system variance does not match the DRGT Count report– inform your duty manager, to rectify the differences before accepting and finalising the transaction.

In the event of a variance, the variance is automatically recorded against the duty manager’s name, who will be responsible for a full investigation and provide a reasonable explanation for the variance on the 10th of each month. If the duty manager fails to provide such explanation to the Treasury Audit Manager, the variance will be deducted from the duty manager.

7. LPM Drop

Every morning the LPM canisters are cleared from each LPM and taken to the Count or Treasury room to be cleared and counted. Once the clearance and count are completed the Treasurer will capture the cash received from the LPM count onto the treasury system.

Steps

Click on: CASH IN then Click on: LPM Drop

The screenshot shows the 'CASH IN' system interface. The top navigation bar includes 'CASH IN', 'CASH OUT', 'GENERAL ADMIN', 'REPORTS', and 'MY PROFILE'. Below this is a row of icons for various transactions: ATM Float In, BAR Float In, CIT Float In, EBT Float In, EBT Drop, LPM Float In, LPM Drop, Cash Sales, and Petty Cash In. The 'LPM Drop' icon is highlighted.

The main form area is titled 'CASH IN ACTIVITIES'. It contains the following sections:

- Cash From EBT:** Includes 'Emergency Clearance *' (a dropdown menu with 'No' selected) and 'From EBT *' (a dropdown menu with 'EBTs' selected).
- Cash In Details:** Includes 'Expected Cash' (0.00), 'Cash Received *' (0.00), and 'Variance' (0.00). There is a 'Denom.' button next to the 'Cash Received' field.
- Confirmation and Approvals:** Includes 'Treasurer *' (with a 'Confirm' button) and 'Manager *' (with an 'Approve' button).
- Supporting Documents:** Includes 'EBT Report *' (with a 'Browse' button) and a link to '1. EBT Count Report'.

At the bottom of the form is a 'DONE' button.

Summary

Total Expected:	210,870.00
Total Collected:	93,000.00
Total Handpay:	137,868.92
Total System In:	10,200.92
Total System Out:	36,935.33
Total GGR	46,313.11

Information must be taken from the -
Route Monitoring System – Cash
Collection Report

Note:

Emergency Clearance: (Yes or No) – If there was an emergency clearance done, during the operating day, then select “Yes”.

If the LPM clearance was done as per norm, select “No”

Expected Cash: Capture amount: As per the Route Monitoring System Cash Collection Report: “Total Expected” amount

Cash Received: Capture Amount: As per actual cash counted and received per denominations, to be added to the treasury safe balance (*This amount should also match the Route Monitoring Report: Total Collected*)

Variance: The variance is automatically calculated between the Expected Amount and Cash Received

If the Route Monitoring Cash Collected Report values do not match the actual cash counted inform your duty manager, to rectify the differences before accepting and finalising the transaction.

In the event of a variance, the variance is automatically recorded against the duty manager’s name, who will be responsible for a full investigation and provide a reasonable explanation for the variance on the 10th of each month, to the Treasury Audit Manager. If the duty manager fails to provide such explanation to the Treasury Audit Manager, the variance will be deducted from the duty manager.

8. ATM

General Procedures

- a) The ATM will be loaded every morning before the site opens to the public, with a set amount according to the sites cash requirements. Each site's cash loaded amount will differ according to that site's business levels.
- b) Each General Manager is responsible to ensure the ATM is loaded with sufficient cash, preventing the ATM running out of cash during operating hours.
- c) The ATM canisters should not be opened and exposed to the public.

8.1. ISSUING OUT ATM FLOAT

Steps

Click on: CASH OUT then Click on: ATM Float Out

Note: If the site has multiple ATMs, the correct ATM must be selected before the Treasurer proceeds to cash out any money.

The screenshot displays the Goldrush Cash Management System interface. At the top, there is a navigation bar with tabs: CASH IN, CASH OUT, GENERAL ADMIN, REPORTS, and MY PROFILE. Below this, a row of icons represents different cash out activities: ATM Float Out, BAR Float Out, CIT Out, EBT Float Out, LPM Float Out, and Petty Float Out. The 'ATM Float Out' icon is highlighted. Below the icons, the text 'CASH OUT ACTIVITIES' is visible. On the left side, there is a sidebar with 'My Requests' and three categories: Treasury Adjustments, Surveillance Requests, and Document Update Requests. The main content area is titled 'ATM CASH OUT DETAILS'. It contains a section 'Cash Issued To ATM' with a dropdown menu for 'Select ATM *' (currently showing 'ATMs') and a text input for 'Cash Amount *' (currently showing '0.00') with a 'Denom.' button. Below this is a 'Confirmation and Approvals' section with two rows: 'Treasurer *' with a 'Confirm' button, and 'Manager *' with an 'Approve' button. At the bottom of this section is a large orange 'DONE' button.

- a) The Duty Manager will accept responsibility for the ATM Float and ensure the correct ATM canisters are available in the Treasury department before the ATM float is verified.
- b) The Treasurer will run each bundle through the note counter in the presence of a Duty Manager before the ATM float is cashed out from the CMS.
- c) The Treasurer will notify Surveillance when the Duty Manager is ready to load the cash into the ATM canisters
- d) The Treasurer and the Duty Manager will take the loaded, locked ATM canisters to the ATM and insert the canisters inside the ATM.
- e) The Duty Manager must ensure the correct denomination canister is placed in the correct section of the ATM

- f) The ATM cash canister doors will be locked.
- g) The Duty Manager will then ensure the ATM computer system is zeroed before inputting the cash loaded amount onto the ATM computer system
- h) ATM cash loaded slips will be uploaded onto the CMS when the ATM is been cashed in at close of business.

8.2. RECEIVING ATM FLOAT

General

- a) The Duty Manager must ensure there is sufficient ATM paper installed in the ATM and test the ATM printer before reconciling the ATM, on the ATM computer system.
- b) At close of business, the ATM must be balanced on the ATM computer system by the Duty Manager before the ATM canisters are offloaded and taken to the Treasury department with the Treasurer present.
- c) The Treasurer will notify Surveillance before the ATM canister doors are opened to remove the ATM canisters.
- d) If there is a purge box, the purge box must be taken to the Treasury department as well.
- e) Once the ATM canisters are in the Treasury department, the Treasurer will remove all notes from the canisters and the purge box and lay the notes on the table, according to counting notes procedures.
- f) The notes must be run through the note counting machine by the Treasurer
- g) The Duty Manager must verify the notes against the ATM Slip.
- h) Once satisfied the Treasurer must select the ATM to be cashed in on the CMS and cash in the ATM.
- i) In the event of the ATM not printing the ATM slip, the Duty Manager must notify Surveillance department, who will then back up the ATM cash removal process.

Steps

Click on: CASH OUT then Click on ATM Float Out – Select the ATM float out from the “Cash Issued – Float Issued” drop down box

ABSA

ATM NUMBER : 90743
 DATE : 2020/03/26
 TIME : 00:27:33

CASH INSTALLED : R 10 R 0
 R 20 R 0
 R 50 R 0
 R 100 R 50000
 R 200 R 0
 TOTALS R 50000

CASH WITHDRAWALS R 48500
 CASH REMAINING R 10 R 0
 R 20 R 0
 R 50 R 0
 R 100 R 1500
 R 200 R 0
 TOTALS R 1500

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CASH * CONVENIENCE * SERVICE

SASH6201 JS0218

--- TRIAL CASSETTE ---

Sequence# : 0110
 Start Date : 2018-AUG-15 12:59:00
 Current Date : 2020-MAR-25 00:46:08

** Cash (3) R 50 **

1. Loaded	: 0000	R	0
2. Dispensed	: 0000	R	0
3. Rejected	: 0000	R	0
4. Remaining	: 0000	R	0

** Cash (4) R 100 **

1. Loaded	: 0200	R	20,000
2. Dispensed	: 0200	R	20,000
3. Rejected	: 0000	R	0
4. Remaining	: 0000	R	0

Thank you for using our ATM!

9. EFT Payments

- a) If a customer accepts payment via EFT either from EBTs or winnings from a promotional draw, the Duty Manager must complete the Winners Receipt book and provide the Treasurer with all required paperwork

Supporting Documents required:

- ✓ DRGT Cashier Shift Details Report (*for only EBT pay-outs*) indicating the EBT cashier removed the funds from the player's DRGT card – This must be done under “Jackpots” on the Shift details report or Promotional Details - DRGT raffle ticket, in the name of the winner
 - ✓ Proof of bank account (on the winner's name)
 - ✓ Copy of Winner's ID or Driver's License or passport
 - ✓ Winners Verification Receipt
- b) The Treasurer will then capture the information onto the CMS and submit the EFT request
- c) The Duty Manager must make note of the Reference number generated by the CMS and follow up on proof of payment the next day, which will be uploaded onto the CMS by the Finance Department.
- d) Once proof of payment is uploaded, the Duty Manager must contact the winner via telephone, to inform the winner that payment was processed and to confirm receipt of winnings in their bank account.
- e) **Note: All cash EBT Jackpot pay-outs must be done via the EBT cashier station and recorded on the DRGT system. All FIC documents are still required**
- f) **If a customer requires a cash payment for promotional winnings over R24999.99 all FIC documents are required, and the transaction paid via Petty Cash on the CMS**

Steps

Click on: “My Dashboard” (*found on the bottom left hand side of the screen*)

Click on: “View EFT Requests” – Select: Submit New EFT Request

SUBMIT EFT / JACKPOT REQUEST

Winner Information

Reason or Details: * EFT Jackpot EBT 2056 Big Win

First Name * Rivasha Surname * Hurrisunker

Identity No. 8012120140081 Membership No. 123

Details of EFT

EFT Amount * 100.00 Bank * ABSA

Branch Name/Code 12345 Account Number * 1254687

Account Name * Rivasha Hurrisunker Payout Type EBT Jackpot Payout

Supporting Documents

Shift Details report * C:\Users\Rivasha.Hurrisunker\Desktop\30 October 20

Proof of Bank Account * C:\Users\Rivasha.Hurrisunker\Desktop\30 October 20

Customers ID * C:\Users\Rivasha.Hurrisunker\Desktop\30 October 20

Winning Verification Doc. * C:\Users\Rivasha.Hurrisunker\Desktop\30 October 20

Below is a sample of the required document:
[View Samples](#)

SUCCESS
Request has been submitted successfully - Reference Number: 016_0000017

SUBMIT CANCEL

9.1. To view the proof of payment

1) Goto My Dashboard

2) Select View EFT Requests

EFT Requests Search

Date Range: 01 Jul 2020 TO 11 Jul 2020
Status: ☒ NEW
Search **Submit New EFT Request**

Enter Search Criteria and SEARCH to List EFT Requests

View	Ref. No.	Status	Request Date	Branch	First Name	Surname	Account Number
	019_0000017	NEW	2020/07/11 10:5	Goldrush Cresta	TEST	Surname	123456789

The System will Display the List of EFT Requests

Click on the "View" ICON to Open and View the EFT Request

10. Issuing out cashier floats

General

- Cashier and reliever floats will only be issued to the cashiers 15 minutes before the cashier may commence their shift. No floats will be issued in advance and left unattended, in the treasury department or at a cashier station.
- Before the Treasurer allows a cashier to enter the Treasury department, the treasurer will notify the Surveillance department and inform the Surveillance officer of the cashier's name and which department the cashier will be working in and the rand value of the cashier's float
- The Treasurer on duty will only allow one cashier at a time in the treasury department to accept a float.
- The Treasurer will issue the cashier with the envo bag and the cashier will open the bag and start counting the cash on the glass table in full view of Surveillance, the Treasurer will capture the rand values onto the CMS, once the float is verified by the cashier, the cashier will accept the float on the CMS. Then the cashier may leave the treasury department with their float.

Steps

Click on CASH OUT – select float to be issued

The screenshot displays a web-based application for managing cash out activities. The top navigation bar includes tabs for 'CASH IN', 'CASH OUT', 'GENERAL ADMIN', 'REPORTS', and 'MY PROFILE'. Below this, there's a section for 'CASH OUT ACTIVITIES' with icons for various float types: ATM Float Out, BAR Float Out, CIT Out, EBT Float Out, LPM Float Out, and Petty Float Out. The main content area is divided into a 'My Dashboard' sidebar and a central 'EBT CASH OUT DETAILS' form. The sidebar contains links to 'Outstanding Floats', 'Cash In Safe', 'Variances', 'Transaction Activities', and 'View EFT Requests'. The central form has a 'Cash Issued To EBT' section with dropdowns for 'Select EBT *' and 'Select Cashier *' (currently showing 'Alfred Monyama Mhlahlo'), and a text input for 'Cash Amount *' (showing '5 600.00'). There's a 'Denom.' button next to the amount. Below this is a 'Confirmation and Approvals' section with 'Treasurer *' and 'Cashier *' labels, each followed by a 'Confirm' or 'Accept' button. At the bottom of the form is a large orange 'DONE' button.

11.Cashing In cashier floats

General

- One cashier ready to be cashed in is allowed in the treasury department at a time. Only the Treasurer on duty and the cashier been cashed in can be in the Treasury department, no other staff or managers are permitted to be present.
- The cashier will count their float and the treasurer will capture the amounts on the CMS
- The Treasurer will verify all supporting documents before the cashier can leave the treasury department
- Once a cashier completes the cash up process, they must immediately leave the treasury department

11.1. Cashing In BAR

Steps

Click on CASH IN – select BAR Float In

The screenshot shows the Goldrush Cash Management System interface. The top navigation bar includes 'CASH IN', 'CASH OUT', 'GENERAL ADMIN', 'REPORTS', and 'MY PROFILE'. Below this is a toolbar with icons for 'ATM Float In', 'BAR Float In', 'CIT Float In', 'EBT Float In', 'EBT Drop', 'LPM Float In', 'LPM Drop', 'Cash Sales', and 'Petty Cash In'. The main area is titled 'My Dashboard' and contains a sidebar with links to 'Outstanding Floats', 'Cash In Safe', 'Variances', 'Transaction Activities', and 'View EFT Requests'. The central panel is titled 'BAR CASH IN DETAILS' and contains the following sections:

- Cash Issued To Bar:** Includes fields for 'From Bar *' (set to 'Bars') and 'From Cashier *' (set to 'RIKI HARILALL').
- Cash Issued:** Includes 'Floats Issued' (set to '700.00 - Bar Float Out to RIKI HARILALL') and 'Received Amount' (set to '700.00').
- Cash In Details:** A table of values:

Total Bar Sales :	2 016.00
Credit Card Slips :	100.00
Discounts Non-Banking :	697.00
Cash Purchases :	1 219.00
Cash Expected :	1 919.00
Cash Received * :	1 919.00
Variance :	0.00
- Confirmation and Approvals:** A section at the bottom for final review.

The screenshot shows a 'Summary' cash up report with the following data:

Total(Incl.Tips) :	2021.00
Less : Tips :	5.00
Total(Excl.Tips) :	2016.00
Less : Non-Banking :	697.00
Total net Non-Bank :	1319.00
Add : C/C Levy :	0.00
Add : Breakages :	0.00
Add : Levy :	0.00
Less: Earnings :	0.00
Total Banking :	1319.00
Less: Credit Cards :	100.00
Less: Cheques :	0.00
Less: On Account :	0.00
Cash :	1219.00

Note:

Total Bar Sales: Capture from GAAP Cash Up Summary – “Total (Excl. Tips)”

Credit Cards: Capture from GAAP Cash Up Summary – “Less: Credit Cards”

Discount Non-Banking: Capture from GAAP Cash UP Summary – “Less: Non-Banking”

11.2. Cashing In EBTs & LPMs

- Sites with LPMs will only issue one float to the EBT cashier, who will also do LPM pay-outs using the same float.

Steps

Click on CASH IN – select EBT Float In

EBT CASH IN DETAILS

Cash Issued To EBT

From EBT * : EBTs

From Cashier * : NOMATHAMSANQA MAZIBUKO

Cash Issued

Floats Issued: Click to View Issued Floats

Received Amount: 68 240.00

Cash In Details

Total Paid Out: 43 594.70

Credit Card Slips: 14 850.00

Card Deposit: 20.00

LPM Cash Paid Out: 11 900.55

Cash Expected: 27 594.75

Cash Received * : 27 595.20

Variance: -0.45

Denom.

Confirmation and Approvals

Treasurer * : Confirm

Cashier * : Accept

Supporting Documents

EBT Cashier Report * Browse

Speed-Point Report * Browse

Speed-Point Slips * Browse

Shift Details

Cash Desk: Cash Desk 1 | Shift ID: 1 292 | Cashier: NosihoNkolo Majola (2457428748) | Period: 09.07.2020 07:28:52 - 09.07.2020 16:36:49 | Incl. failed transactions

Administrator on 12.07.2020 15:43:30 @ client (192.168.92.200)

Summary (ZAR)

Type	Opening	Inventory Closing	Difference	In	Transactions Out	Movement	Variance
Inventory							
ZAR	0.00	0.00	0.00	1 595.00	30 309.70	-28 744.70	-
ZAR Bill	0.00	0.00	0.00	68 000.00	27 310.00	40 690.00	-
ZAR Coin	0.00	0.00	0.00	240.00	285.20	-45.20	-
Accounts							
Deposit					20.00	-20.00	-
Inter Cash Desk				27 595.20	68 240.00	-40 644.80	-
Player Card (Cash)				29 611.83	15 695.00	13 916.83	-
Rounding					2.13	-2.13	-
Custom Accounts							
Credit Card				14 850.00		14 850.00	-
Inventory	0.00	0.00	0.00	69 805.00	57 904.90	11 900.10	
Foreign Currency				0.00	0.00	0.00	
Accounts				-26 750.10	57 207.03	83 957.13	-26 750.10
Custom Accounts				14 650.00	14 850.00	0.00	14 850.00
Difference			-11 900.10				0.00

CASHIER REPORT

Site: Goldrush Chatsworth

Session ID: 502866766

Cashier: Sthembele Xulu

Date Closed: 2020-03-26

Time Closed: 00:54:36

Opening Balance: 68,250.00

Cash Received by Cashier

Cash Added (refloat): 0.00

From Players: 0.00

Total Cash Received: 0.00

Cash Removed from Cashier

Cash Removed (bank): 0.00

To Players (card): 1,200.00

To Players (handpay): 14,948.69

Total Removed: 16,148.69

Cashdesk Closing Values

Calculated Balance: 52,101.31

Entered Balance: 52,101.30

Difference: -0.01

EFT Transactions

Total Received: 0.00

Total Paid: 0.00

Bank Card Transactions

Total Received: 0.00

Total Paid: 0.00

Note:

Total Paid out: Capture from DRGT Shift details report – “Movement – ZAR” + Credit Cards

Credit Cards: Capture from DRGT Shift details report – Credit Cards + Debit Cards

Card Deposits – Capture from DRGT Shift details report **Deposit movement**
- IF DRGT Shift details report reflects a negative card movement – capture it as a positive on the CMS

DRGT Shift Details Report card deposit movement: - R20.00 capture on CMS Cash Deposits: R20.00

IF site operates LPMs: Capture from Route Monitoring System Cashier Report – “Total Removed”

12. EBT Card procedures

12.1. Day Cards

- a) All player day cards must be issued out of Treasury by the Treasurer to the EBT cashier at the start of each cashier's session, when the EBT cashier collects their floats
- b) At the end of the cashier's session the day cards will be returned, balancing back to the shift transaction report

12.2. Membership Gold & Black Cards

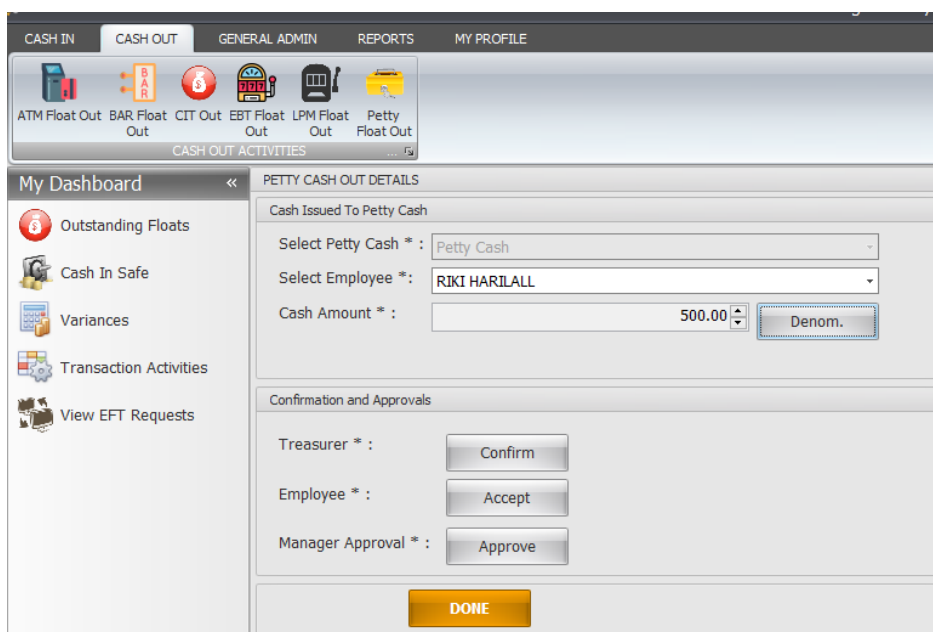
- a) All membership cards (Black & Gold) must be kept in the treasury department inside the main safe.
- b) Only the Duty Manager is to receive black cards to be issued to qualifying customers.
- c) The Welcome desk attendant will receive 50 gold membership cards per shift.

13. Issuing Petty Cash

- a) All Petty cash transactions must be authorized by the Duty Manager when cashed out from the CMS
- b) The Duty Manager is only authorized to issue petty cash to the value of R5 000.00 and below.
- c) No petty cash will be issued out to anyone after 17H30 unless it is in the form of promotional prize money paid out to a winning customer.
- d) All promotional winnings
- e) No Treasurer will be permitted to issue cash over the amount of R5 000.00 without written authorization from the relevant Regional Managers.

Steps

Click on CASH Out – select Petty Float Out



The screenshot displays the 'CASH OUT' section of a software interface. At the top, there are tabs for 'CASH IN', 'CASH OUT', 'GENERAL ADMIN', 'REPORTS', and 'MY PROFILE'. Below these, a row of icons represents different transaction types: ATM Float Out, BAR Float Out, CIT Out, EBT Float Out, LPM Float Out, and Petty Float Out. The 'Petty Float Out' icon is highlighted. The main area is titled 'My Dashboard' and contains a sidebar with links to 'Outstanding Floats', 'Cash In Safe', 'Variances', 'Transaction Activities', and 'View EFT Requests'. The central panel is titled 'PETTY CASH OUT DETAILS' and includes a section 'Cash Issued To Petty Cash' with dropdown menus for 'Select Petty Cash *' (set to 'Petty Cash') and 'Select Employee *' (set to 'RIKI HARILALL'). A 'Cash Amount *' field is set to '500.00' with a 'Denom.' button. Below this is a 'Confirmation and Approvals' section with buttons for 'Treasurer *' (Confirm), 'Employee *' (Accept), and 'Manager Approval *' (Approve). A large orange 'DONE' button is at the bottom.

13.1. Receiving Petty Cash

- c) All petty cash issued must be returned and cashed in on the CMS before close of business.
- d) All petty cash slips must be verified and signed off by the Duty Manager before the Treasurer cashes in the change and slips from the petty cash issued.
- e) If stock is purchased for the Bar or kitchen, the treasurer must ensure the GAAP delivery note is received by the manager before they cash in the Petty Cash

Steps

Click on CASH IN – select Petty Cash In

Select “From Employee” – Click “ADD” Click “Select Payment” - Type in details of transaction – Type in value spent (inclusive of vat) – Click “SAVE”

The screenshot displays the CMS interface for recording a petty cash transaction. The main window is titled 'PETTY CASH IN DETAILS' and includes a 'My Dashboard' sidebar with links to Outstanding Floats, Cash In Safe, Variances, Transaction Activities, and View EFT Requests. The 'Cash Issued' section shows 'From Petty Cash' as 'Petty Cash' and 'From Employee' as 'RIKI HARILALL'. The 'Cash Issued' summary indicates 'Floats Issued: 500.00 - Petty Cash issued to RIKI HARILALL' and 'Received Amount: 500.00'. A table with columns 'Account', 'Details', and 'Amount (Incl. VAT)' is present, with 'ADD' and 'REMOVE' buttons below it. The 'Cash In Details' section shows 'Cash Purchases: 0.00', 'Cash Expected: 500.00', 'Cash Received: 0.00', and 'Variance: 500.00'. A 'Denom.' button is next to the 'Cash Received' field. A 'Capture Petty Cash Payment' dialog box is open on the right, showing 'Select Payment: Cleaning Material', 'Details: Handy Andy', and 'Amount (Incl.): 260.00'. 'SAVE' and 'CANCEL' buttons are at the bottom of the dialog.

Each store slip must be added onto the CMS system as a separate line – DO NOT ADD UP ALL STORE RECEIPTS AND CAPTURE ONE SINGLE TRANSACTION ON THE CMS

14.Cash Sales

- f) All cash received from outside the main income streams (Bar revenue and EBT/LPM revenue) must be cash in as CASH sales on the CMS.
- g) The Treasurer must select the relevant Sales type on the CMS.

Steps

Click on CASH IN – select Cash Sales

The screenshot displays the Goldrush Cash Management System interface. The top navigation bar includes tabs for CASH IN, CASH OUT, GENERAL ADMIN, REPORTS, and MY PROFILE. Below this, a row of icons represents various transaction types: ATM Float In, BAR Float In, CIT Float In, EBT Float In, EBT Drop, LPM Float In, LPM Drop, Cash Sales, and Petty Cash In. The main content area is titled 'CASH IN ACTIVITIES' and features a 'My Dashboard' sidebar on the left with links to Outstanding Floats, Cash In Safe, Variances, Transaction Activities, and View EFT Requests. The central 'CASH SALES' form contains the following sections:

- Other Incomes Sales:** A dropdown menu for 'Sale Type *' is open, showing options: Oil Sales, Vending machine income, Membership Card Sales, Other Income, Lost Money Found, and Cash Sales.
- Cash In Details:** Fields for 'Total Sale Amount', 'Cash Received *', and 'Variance' (currently 0.00).
- Confirmation and Approvals:** Fields for 'Treasurer *' (with a 'Confirm' button) and 'Manager *' (with an 'Approve' button).
- Supporting Documents:** A field for 'Cash Sales Slip *' with a 'Browse' button and a 'DONE' button.

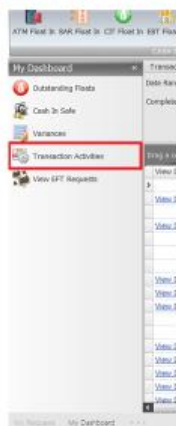
The Windows taskbar at the bottom shows the system time as 15:47 on 2020/06/16.

15.Adjustments

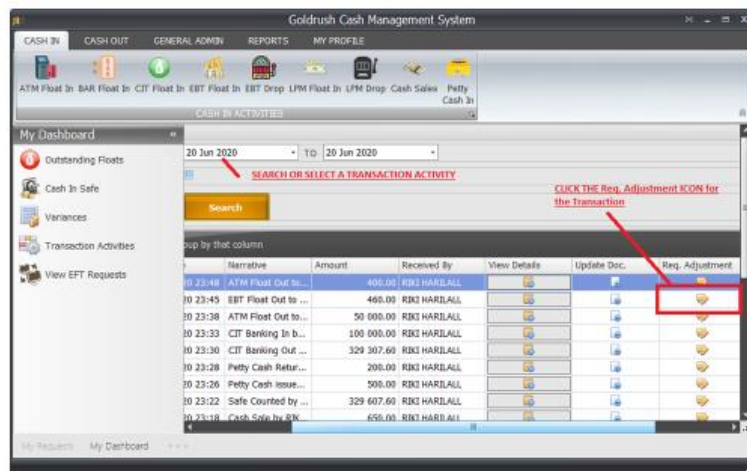
- Each Duty Manager will verify if all cash in transactions was captured correctly on the CMS system before the treasurer ends their shift to ensure there are no capturing errors and the correct supporting documents are uploaded on the CMS
- If there was a capturing error and incorrect supporting documents upload on the CMS – the Duty Manager must discipline the treasurer as per the Goldrush Disciplinary Code: 2.7 – Poor work performance
- The Duty Manager will then create an Adjustment request on the CMS and upload the disciplinary documents
- This MUST be done by the Duty Manager on the same shift as the capturing error occurred and before the treasure leaves the site

BRANCH: Request Adjustment

1) Select Transaction Activities



2) Select the required Transaction Activity and Click the Req. Adjustment Icon in the transaction row.



BRANCH: Request Adjustment

3) Provide the details of the Adjustment and Submit the request.

ADJUSTMENT REQUEST

Transactional Activity Details

Type : EBT Float Out Branch : Goldrush Cresta

Date/Time : 20 Jun 2020 23:45 Amount : 460.00

View Document : Completed : ☒

Narrative : EBT Float Out to RIKI HARILALL

Adjustment Request Details

Requester : Requester Branch

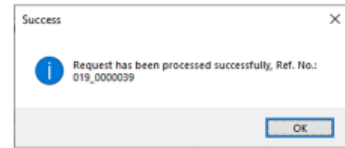
Branch : Branch

Request Details : Please Adjust the EBT Float Out from R460 to R460 000.

Select New Document: Browse

Click the SUBMIT Button to send the Request to Treasury

SUBMIT CANCEL



4) The System will provide a reference number for the request.



BRANCH: View the Status of the Adjustment Request

Goldrush Cash Management System

CASH IN CASH OUT GENERAL ADMIN REPORTS MY PROFILE

ATM Float In BAR Float In CIT Float In EBT Float In EBT Drop LPM Float In LPM Drop Cash Sales Petty Cash In

CASH IN ACTIVITIES

My Requests

Treasury Adjustments

Surveillance Requests

Document Update Requests

Treasury Adjustment Search

Date Range: 01 Jul 2020 TO 08 Jul 2020

Status: NEW

Search

Drag a column header here to group by that column

View	Ref. No.	Status	Request Date	Branch
	019_0000039	NEW	2020/07/08 12:12:26	Goldrush Cresta

1) Click Here

2) Click on Treasury Adjustments

3) Search for the Adjustment

4) Click to View the Adjustment Request Details and Status

My Requests Dashboard