

SALES	Cash Receipting Policy
Responsibility of	All Members of Staff
Objective	To ensure that all cash, cheques and electronic funds received by the Board are traceable and recorded appropriately and deposited at Bank.
Procedures	<ol style="list-style-type: none"> 1. All payment types made payable to Riverina Winegrape Growers made by customers are to be accompanied either by a handwritten/tax invoice receipt (in the absence of the CEO or Office Manager) or a MYOB tax invoice receipt. 2. A copy of the receipt (MYOB or hand written) is to be provided to the customer for their records and the tax invoice/receipt should contain details itemising the items or goods purchased and the address and trading name details of the customer (to enable posting of a paid stamped invoice in the event the sale was generated on the spot). 3. Cash received is to be counted by two members of staff whenever possible and is to be secured in a locked draw or filing cabinet until the Office Manager can prepare a MYOB paid invoice to account for the funds and prepare a bank deposit. 4. Cash or cheques are to be deposited at the next available business day into the appropriate accounts, grower payments account (for fees and charges owed to the Board) and administration account (for all items such as goods and sold by the Board)
Board Expectations	<ul style="list-style-type: none"> • That all payments made by customers is accounted for and can be appropriately traced by the use of handwritten receipts (in the absence of the CEO or Office Manager) or MYOB paid invoices for the goods or services. • The remittance of statutory fees and charges by wineries in the form of a cheque payable to the Riverina Winegrape Growers is to be recorded in MYOB and the Levies (Year) spreadsheet (inclusive of the amount and date paid).
Document Control	<ul style="list-style-type: none"> • Document Approved Mar 2018 • Document amended to provide greater clarity Feb 2018 • Approved Dec 2019, Nov 2020, Oct 2021