



## **Golf Operations Closing Procedure**

### **Purpose**

To ensure all daily operations are completed, financials are reconciled, and club facilities are secured at the conclusion of trading each day.

### **1. Competition Administration**

- Prepare the prize presentation for the day's competition.
- Refer to the Managing Daily Competition procedure if required.

### **2. Course Setup for following day**

- Set up all Nearest to Pin (NTP) markers for the following day's competitions.

### **3. Till Reconciliation**

Cash Handling

Remove float of \$600 into Blue Tin and put into Safe

Count daily takings and add to 'Daily Cash Count' sheet.

Close Off Shift

- Log in to NorthStar
- Shift Mgmt (Shift Management)
- Period Report
- Hide Detail
- Print
- Back
- Close Regular Shift

Add daily Cash takings, Daily Cash Count Sheet and Northstar Period Report (and any vouchers etc) into Blue Cash Bag and place in safe.

### **4. Secure Club Facilities**

Secure Storage Areas

- Lock Members Cart Shed
- Lock Members Club Storage

Secure Buildings

- Check that the Bowls Club is locked, including all three external doors.

- Lock the Breezeway Toilets.

### **5. Shop Presentation**

- Tidy the Golf Shop.
- Clean and wipe down the service counter.
- Ensure the shop is presentable for the following morning.

### **Final Closing Check**

- Prize presentation prepared
- Tomorrow's NTP markers set out
- Till reconciliation completed
- Daily Cash Count Sheet completed
- Blue Banking Bag secured and placed in safe
  - Float Tin secured in safe
  - Members' Cart Shed locked
- Bowls Club locked (all doors checked)
  - Boardroom locked
  - Breezeway Toilets locked
- Golf Shop cleaned and presented for opening

**Responsibility:** Golf Operations Team

**Review Date:** Annually or as procedures change.