



**Australian Government**

# **Assessment Requirements for FNSRTS308**

## **Balance cash holdings**

**Release: 1**

## Assessment Requirements for FNSRTS308 Balance cash holdings

### Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

### Performance Evidence

Evidence of the ability to:

- maintain cash float limit in accordance with cash requirements
- conduct regular checks of cash transaction processing in a timely and efficient manner
- check the system for discrepancies and perform cashier daily balance processes
- accurately count and reconcile cash holdings in accordance with organisational requirements and procedures
- accurately check cash and non-cash transactions, and complete required documentation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

### Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the key steps and reasons for maintaining cash float and reconciliation of cash holdings
- describe the key features of organisational policy and procedures relating to:
  - terminal balancing
  - cash and non-cash transaction security
  - cash float handling
  - processing timeframes.

### Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the financial retail services field of work and include access to:

- common office equipment, technology, software and consumables
- equipment relevant to balancing cash holdings

- financial cash and non-cash transaction system and consumables.

Assessors must satisfy NVR/AQTF assessor requirements.

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>