

March 31, 2008

Group Cash Handling Procedure

Cash handling guidance is important for three main reasons:

- To protect the organization from fraud, theft or embezzlement
- To protect staff or volunteers from accusations of dishonesty or the temptation to commit fraud
- To assure donors that their donations and gifts are used for the purpose for which they were given.

General

- Cash received at fundraising events (including dinners and such) must to be collected, counted and recorded by two unrelated individuals.
 - o If there are multiple streams of revenue at an event (luncheon tickets, raffle tickets, 50/50 tickets, and a silent auction) they all need to be counted and recorded separately at the event.
 - o Cash should be banked immediately using bank slips – if not possible; the money ought to be banked the following day.
 - Cash not banked immediately must be placed in a sealed envelope in a secure place. If cash cannot be banked immediately, handling procedures should be agreed in advance.
 - o Where substantial sums are involved, cash should be banked in stages during an event and, preferably, by two individuals.
 - o Night safe facilities ought to be considered for large amounts banked outside working hours.
 - o Cash should never to be left unattended or in an unattended environment.
 - o The amount collected should be communicated to the treasurer within two business days.
- At the earliest possible date reconciliation should be made between cash banked and income summaries.
 - o Where practical, this should be undertaken by a person independent of the counting and banking of the money.
- Deductions must not be made from cash received.

The total amount of money raised at events should be noted on motion sheets, for each revenue stream with a breakdown of checks and cash, and attached to the minutes with the names of the two individuals who counted the money.

Telecompioneers

Event / Activity Sheet

(Fill out only for events where cash is received)

Name of Event/Activity: _____

Date of Event/Activity: _____

Description of Revenue	Date	Number of tickets sold / Contribution made by	Amount Collected
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-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
Total Amount Collected: \$			-

Description of Expense *	Date	Paid to (Name)	Amount of Expense
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-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
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Total Expenses: \$			-

* All Expenses is to be directly related to the event

Signature: _____

Signature: _____

Event/Activity Sheet is to be signed by two Pioneers (One Officer, if possible)