New Cash Handling Procedures – REV. 2.09

Proper cash management is essential. Please review the following steps to ensure the safe management of cash and checks.

I. Collection of Cash/Checks
Take necessary precautions when collecting money (cash or check) from students for t-shirts, field trips, etc. Never leave cash or checks unattended. Keep checks/cash collected in a secure location such as a cash box or locked drawer until deposit with Cashier (before 4:00pm), at the Student Activities Center or at the KS drop box in the Administration Building (after 4:00pm – call the Cashier at 842-8309 to notify that a drop has been made.) See Policy 235C for more details.

1. Keep a record of payment, including name of student, total amount paid, type of payment (cash/check), and number of units ordered, if necessary.
2. Tally the receipts daily, using the Money Collection Form. Make copy for your records.
3. Verify your money count, using the Money Verification Form. Make copy for your records.
4. Include both forms – Money Collection and Verification – with your deposit.
5. Place your deposit in a clear BOH secure deposit bag – available from the SAC, room 96.
6. Roll any coin, using coin wrapper – available from the SAC, room 96, and place in the deposit bag.
7. Complete the information on the BOH deposit bag.
8. Save the detachable top portion from the deposit bag for your records.
9. Deposits to be made only to the Cashier until 4:00pm, the drop box at the Administration Building after 4:00pm (call the Cashier at 842-8309 to notify that a drop has been made) or at the SAC, room 96.

NOTE:
❖ If receipts received in one day exceed $300.00, deposit the money as soon as possible to the Cashier, the Student Activities Office or to the drop box at the Administration Building.
❖ Do not use cash from a collection to purchase goods, etc. for the next day’s fundraiser. Instead, submit for a Cash Advance or Check Request (for reimbursement).
❖ Do not co-mingle funds by depositing cash into a personal account for reimbursement, etc.
❖ Do not take home cash for “safe keeping”. (Refer to Policy 235 C – Cash/Check Guidelines for more details.)
II. Fundraisers

Appropriate fundraiser forms are available in the ’08-'09 Club & Pū'ulu Guide, on the SAC Blog, [http://blogs.ksbe.edu/kmesac/](http://blogs.ksbe.edu/kmesac/), and on line under Policy 235 C. All applicable guidelines as stated under Policy 235 C apply to fundraisers.

Beginning in the ’08-'09 school year, the Student Activities Account will be responsible for paying the GE Tax for club fundraisers. The completion of the Fundraising Collection Report, however, is still necessary. This report is due within two weeks of the completion of the approved fundraiser.

Steps to Fundraising

1. Only sanctioned clubs may fundraise on campus. Each club must sanction yearly with the ASKMS.
2. Submit a Request to Fundraise Form at least two weeks prior to first choice date of fundraiser.
3. If the fundraiser is for travel purposes, the travel plans must be approved by the KMS administration team prior to the fundraiser. (Complete Request for Travel and Overnight Club Activities Form for travel consideration.) – form available in ’08-'09 Club & Pū'ulu Guide and on SAC Blog, [http://blogs.ksbe/kmesac/](http://blogs.ksbe/kmesac/).
4. The Fundraising Activity Release and Indemnification form for fundraisers that require pick up of a food product directly from the vendor (ex: Zippy’s Chilli, etc.) must be completed prior to ticket distribution. - form available in ’08-'09 Club & Pū'ulu Guide and on SAC Blog, [http://blogs.ksbe/kmesac/](http://blogs.ksbe/kmesac/).
5. Deposits from fundraisers must follow the guidelines listed under Collection of Cash/Checks.
6. Within two weeks of the completion of the fundraiser, the Fundraising Collection Report must be completed.
7. The GE Tax will be paid monthly by the Student Activities Account for all approved fundraisers.

NOTE:

⚠️ Failure to comply with fundraising guidelines may result in the loss of privilege to fundraise in the future.