

CASH BOX PROCEDURES

Treasurer:	Paul Franco	914-424-4016	mrpfranco@gmail.com
Cashbox Coordinator:	Nancy Bueti	914-548-3828	narb32@aolc.om
Depositor:	Mike McGuirk	718-788-1605	mikemcguirk@gmail.com

Step 1 Call or email cashbox coordinator at least one week prior to the event with the following information:

1. Number of cash boxes needed
2. Starting cash amount
3. How you would like the cash (i.e. singles, fives, tens, twenties, quarters)

Step 2 Set up a meeting place and time/date with the cashbox coordinator, preferably at a private home rather than a public place.

Step 3 At the time of the meeting, the cash box will include the following items:

1. Requested start up cash
2. Pen
3. Tape
4. Cash Box Steps (this document)
5. Cashiers Sheet (one per cash box)
6. Event Cash Reconciliation Sheet- cash box coordinator will have filled out as much information as possible including event, date, box #, starting cash, initial starting cash

Step 4 Starting cash must be counted in front of cash box coordinator and form must be signed confirming amount of cash in box before leaving with the cash box.

Step 5 Day of the event, the cashier will open the cash box and count the starting cash and initial paperwork.

Step 6 If there is a build-up of cash, cashier should remove cash from box and record and initial on the cashier sheet indicating cash removed. This may need to happen more than once or may not be necessary at all depending on the revenue amount. Excess cash should only be removed if it is going to be immediately deposited at TD Bank.

Step 7 At the end of the event, each cashier should count their assigned cash box along with the event coordinator and co-initial the cashier sheet with ending balance. If a second initial is not possible please tape the box and initial tape to prevent tampering.

Step 8 After the event, all forms, cashiers sheets and deposit form need to be completed and returned with the funds to be deposited to the Treasurer. The event cash reconciliation sheet will be given to the cash box coordinator.

Step 9 Treasurer will count ending cash and initial with a witness present.

Step 10 Return cash boxes with original start up cash and event cash reconciliation sheet to cash box coordinator.