

## PRGRCO Fundraiser Procedure Cash Box & Deposits

When the club is using a cashbox the following procedure needs to be followed.

Cash box is the maintained by and the responsibility of the club treasurer.

Club treasurer is responsible for obtaining the seed money for the cash box. Treasurer will make a withdrawal from the club account for the seed money. A receipt from the bank will be in the cash box along with the cash.

When a club member accepts the cash box: the cash in the box needs to be counted and verified to the bank receipt in the box.

The bank receipt needs to be left in the cash box to allow the depositor to accurately reimburse the club bank account for the seed money after the event.

After the event, the cash and checks in the cashbox must be counted and balanced to the sales. Two non-related club members need to be present to count the money (husband and wife do not qualify as non-related to count the money).

Examples of sales for PRGRCO include but are not limited to: # eye exams, # tickets sold.)

In the case of eye exams the number of exams the ophthalmologist completes is the quantity, than we multiply that quantity by the \$ charge per exam. Any discrepancy in the \$ amount comparing the Sales \$ to the balance in the cash box will be researched and reported to the treasurer.

All checks need to be endorsed by stamping with the club's bank stamp as soon as possible to ensure if the check is lost or misplaced it cannot be cashed or deposited in a non-club account.

Access to the cash box should be extremely limited to ensure accuracy. At a given event a single member is responsible for the cash box.

Timeliness of the deposit to the club bank account is firm. The deposit needs to be made on the first banking day after the fundraiser. The cash and checks from the fundraiser need to be delivered to the treasurer for deposit to meet this deposit deadline.