

## **Cash Handling for SG Recognized Clubs and Major Student Organizations (MSO's)**

All fundraising should be deposited during normal daytime work hours in the Club's account (at the Club Resource Center) or the Major Student Organization account (within your MSO offices).

There is an after-hours deposit drop box available to SG Recognized Clubs and Major Student Organizations. The after-hours drop box is located in the Campus Center on the A level. It is on the wall to the right of the Center for Campus Life Offices. After-hour deposit envelopes are available for depositing the funds within the box. Please complete a deposit form and fill out needed information on the label of the envelope before dropping in the box. Please contact Public Safety at (585) 475-2853 or (585) 475-3333 and request a money escort to the after-hours drop box.

For clubs – next business day you will receive a receipt in your club mail folder at the Club Resource Center.

For MSO's – next business day your sealed envelope will be available at the Club Resource Center in the Financial Coordinator's office and should be picked up by the staff in your office that handles financial transactions for your organization.

## **Cash Box Security Tips at Special Events**

### **Internal Controls:**

Strong internal controls and documented procedures should be in place to ensure cash proceeds are adequately safeguarded, deposited timely and accurately reflected in the general ledger. Following are a few suggestions that you should consider when evaluating and implementing your cash handling procedures at special events on campus.

### **Safeguard Cash:**

Remove temptation for would be thieves by only counting cash and checks in a locked room. All cash should be kept in a secure location. Cash that will be secured in the building overnight could be an attractive target for thieves. Whenever possible, cash should be counted and deposited on the day it's received. If cash is to be stored overnight (or during the day while unattended), it should be placed into a cash box within a locked cabinet or safe to which there is restricted access. Remember, it is never appropriate to use cash proceeds to make loans, for advances, or to pay for expenditures.

### **Cash Box Security:**

It is very important to secure cash box by a lock. Limit access to the cash box to only one individual. If there are duplicate keys, make sure that you only allow people whom you trust and who understand cash handling protocol to hold them in their possession. At all costs, avoid keeping the money in transparent containers (if it's transparent, your customers and employees will be able to see what's inside). The sight of so much money may prove to be too much temptation for even the most innocent of individuals. Never leave the cash box unattended. Since it's not possible for you to safeguard the cash box while supervising other facets of the event; ensure that there's a trusted back-up available to assist you.

### **Segregate Duties:**

Critical controls such as segregation of duties, limited access, and regular reconciliation are important in handling cash. The number of individuals authorized to receive and handle the cash should be limited and supervised. The individual who receives cash should prepare a listing of all incoming cash.

### **Change the Routine:**

Thieves look for patterns of behavior to identify when it is easiest to steal. Changing who makes the deposit and at what time can throw off a potential thief. Accompany the person who is transporting money to the Cashier's Office and make sure it's enclosed inside a container that does not resemble a cash box.

**DEPOSIT FORM**

Today's Date \_\_\_\_\_

We verify that the amount we are depositing today \$ \_\_\_\_\_ represents all funds collected or given to \_\_\_\_\_ . These funds are best described as:  
(Name of Club)

**Fundraising** [Please note that 8% sales tax will be removed from fundraising involved in the sale of merchandise/food, and 4% NYS sales tax will be removed from clothing sales.]

\_\_\_\_\_  
(Name of Event)

\_\_\_\_\_  
(Date of Event)

\_\_\_\_\_  
(How was the Money Raised? *Be Specific.*)

**Donation**  
List all **contact names and addresses** on back of this form. (If a corporation is donating, list the name of a representative.)

**Members' contributions to club**  
This might be contributions to a trip, dues etc.

Signed \_\_\_\_\_  
(Signature of Club member or Officer)

\_\_\_\_\_  
(Printed Name)

Signed \_\_\_\_\_  
(Signature of Club member or Officer)

\_\_\_\_\_  
(Printed Name)

Note: If you do not have this form completed at the time you need to deposit fundraising at the Club Resource Center, you may still deposit your fundraising at the Club Resource Center. Your club account will not be credited, however, until we receive this completed form.

**DEPOSIT FORM**

Today's Date \_\_\_\_\_

We verify that the amount we are depositing today \$ \_\_\_\_\_ represents all funds collected or given to \_\_\_\_\_ . These funds are best described as:  
(Name of Club)

**Fundraising** [Please note that 8% sales tax will be removed from fundraising involved in the sale of merchandise/food, and 4% NYS sales tax will be removed from clothing sales.]

\_\_\_\_\_  
(Name of Event)

\_\_\_\_\_  
(Date of Event)

\_\_\_\_\_  
(How was the Money Raised?)

**Donation**  
List all **contact names and addresses** on back of this form. (If a corporation is donating, list the name of a representative.)

**Members' contributions to club**  
This might be contributions to a trip, dues etc.

Signed \_\_\_\_\_  
(Signature of Club member or Officer)

\_\_\_\_\_  
(Printed Name)

Signed \_\_\_\_\_  
(Signature of Club member or Officer)

\_\_\_\_\_  
(Printed Name)

Note: If you do not have this form completed at the time you need to deposit fundraising at the Club Resource Center, you may still deposit your fundraising at the Club Resource Center. Your club account will not be credited, however, until we receive this completed form.