

# **Gunter Youth Association**

## **Cash Handling Procedures for Registration Activities and Concessions**

### **Purpose:**

To maintain internal controls over cash receipts received during open registration activities and sponsored events. The following procedures should ensure the community's confidence in the operations of the Gunter Youth Association.

### **Objective:**

- To promote honesty through safeguards such as full documentation and assignment of responsibilities.
- To be open and transparent in the handling of all receipts. Association members are expected to report errors and voice concerns pertaining to inconsistencies or inefficiencies.
- To be fully accountable to the community and members supporting the Gunter Youth Association.

### **Procedures:**

1. At the beginning of each event, a board member should ensure the funds made available reconcile to the signed Event Reconciliation Statement located in the cash box. A countersignature is required by an Association member before the event begins.
2. No funds, (cash or check), may be removed from the cash box during the event except for unexpected expenditures to be used at the event; i.e. ice, paper products, or supplies which are nominal in cost. Receipts are required and must be submitted to the member responsible for the cash before the end of the event.
3. Checks accepted during the event for payment of goods or athletic registrations must be for the correct amount and include the following:
  - Preprinted account holder information (name, address, account number, bank routing number, name of financial institution, check number)
  - Drivers license number and phone number
4. A reconciliation of funds received during an event is required by a Board member and Association member and should include the following before funds are released to the Treasurer for deposit.
  - Physical count of all funds received.
  - Reconciliation of funds received to registration forms; or,
  - Reconciliation of funds received for the purchase of goods to order forms or order log; or,
  - Reconciliation of funds received for sale of concessions minus funds made available for the event.
  - A countersigned Event Reconciliation Statement.

### **Restrictions**

1. Funds may not be removed from the possession of the Association member responsible for the event with out the completion of the above procedures.
2. Expenditures cannot be made from the cash box for payment of vendor invoices, casual labor or personal items.
3. Funds from cash boxes cannot be used for personal loans.