

CASH HANDLING PROCEDURES

RESPONSIBILITY

- The individual(s) charged with handling cash and donations are personally responsible and liable
- Written procedures on all cashiering and cash control policies should be maintained by each agency
- Cash must be properly safeguarded (safe, locked desk, locked file cabinet) and recorded.
- All safe combinations and keys should be restricted to only a number of essential employees

CASH/CHECK DEPOSITS

- Daily deposits are encouraged
- All cash and checks should be accounted for by at least two employees
- All checks received must be restrictively endorsed within one week
- All checks received must be restrictively endorsed “For Deposit Only, SECC”
- Personal checks must not be cashed or used as an IOU to replace cash
- Deposits must be made into our Chase Bank account or dropped off at the SECC office. (Contact SECC office for bank information)
- If daily deposits can’t be done, we suggest:
- Agencies fewer than 1,000 employees:
 - Shall deposit receipts of \$500.00 or more daily or when the deposit amount reaches \$500.00 a deposit shall be made that day
- Agencies more than 1,000 employees:
 - Shall deposit receipts of \$1,000.00 or more daily or when the deposit amount reaches \$1,000.00 a deposit shall be made that day

DONATIONS OF GOODS AND/OR SERVICES

- You are responsible to keep all donated items safeguarded and locked
- Keep a record of the donation (vendor who donated, its purpose, how it was used, value of donation)
- At end of campaign, send final list to SECC office
- Keep SECC office informed throughout the campaign of vendors who donate so they can be listed on website