



SDAA Cash Receiving Policy and Form

Purpose: This policy and form outlines the procedures for counting and depositing cash received at SDAA events.

Scope: This policy applies to all events that are expected to produce more than \$500 in cash.

Responsibilities:

1. The Board of Directors will ensure the procedure is followed in advance of the event when significant cash receipts are reasonably expected.
2. Event Coordinator will designate event attendee(s) to receive and count cash.
3. The SDAA Treasurer or designee will receive the cash, verify the amount and deposit the funds in a timely manner.

Procedures:

1. The Board will remind the Event Coordinator of this policy as needed.
2. The Event Coordinator will designate an event attendee to count the cash.
3. The event attendee will document the count results on the SDAA Event Cash Receiving Form.
4. The Event Coordinator will receive the cash, verify the count and complete the form as soon as is practical.
5. The Event Coordinator will give the cash and form to the Treasurer or their designee as soon as is practical. The Event Coordinator will then sign the form.
6. The Treasurer will review the cash count, sign the form and deposit the cash as soon as practical.
7. The Treasurer will include the cash form and proof of deposit in the monthly Treasurer's report.



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Event: _____

Event Date: _____

Currency Received

- Change _____
- \$1s _____
- \$5s _____
- \$10s _____
- \$20s _____
- \$50s _____
- \$100s _____

Total: _____

Cash counter printed name: _____

Signature: _____

Date: _____

Event coordinator verification (*cash count listed above is correct*)

Printed name: _____

Signature: _____

Date: _____

Treasurer verification (*cash count listed above is correct*)

Printed name: _____

Signature: _____

Date: _____