

# Club Cash Handling Checklist and Acknowledgement for One-time/Infrequent Events

**Organization/Department** \_\_\_\_\_ **Date of Event** \_\_\_\_\_

Given the risky nature of cash, strong controls are required in order to protect cash handlers and safeguard the cash in their possession. Proper cash handling procedures can help assure that this is accomplished, and any money collected is accounted for completely, deposited timely and recorded accurately in the financial system. For the purpose of this checklist, cash is defined as coins, currencies, checks and credit card transactions received on behalf of the campus/department and any student organizations.

**The below checklist is designed to help ensure that there are adequate cash controls in place to protect your cash handlers and safeguard any cash received during this event.** This checklist will also help align your cash handling practices with the District-wide Cash Handling Policies and Procedures, as well as best practices.

In order to ensure full compliance, the optimal answer to each of the steps below is "Yes". If your answer is "No", please contact your campus business office to assist in providing guidance on ensuring that cash is adequately safeguarded within your area of responsibility. **Please complete a checklist for each event and turn them in to the business office with your deposits.**

Frequent reconciliations, reviews and continuous management oversight should be conducted to ensure that cash controls are operating effectively.

Thank you for ensuring the security of your cash handlers, and the safe delivery of the cash in their possession.

CHECKLIST		YES	NO	NOTES
<b>PRIOR TO THE DAY OF THE EVENT, ensure that</b>				
1.	You have assigned the cash handling responsibilities to person(s) who understands the basic cash handling requirements and is capable of handling cash for this event (preferably an employee).			
2.	The person(s) responsible for handling cash during the event has read and signed the "One Time Event- Cash Handling Acknowledgement Form":			
3.	If possible, there is dual accountability for cash whereby a witness is present to observe the cash handler perform key cash functions like counting, recording, reconciling and depositing cash.			
<b>DAY OF EVENT, PRIOR TO COLLECTING CASH ensure that</b>				
4.	A blank daily cash log has been given to the cash handler to track/reconcile cash intake for this event or sequentially numbered receipt book (preferably bound and with carbon copies), ticket roll or a functional cash register with a z-tape will be used to record all transaction during the event.			
5.	Either a lockable cash bag/box or sealable tamperproof bank bag is given to the cash handler for safeguarding and depositing collected cash. (Regular or interoffice envelopes are NOT tamper proof).			
6.	The cash handler(s) has received and verified the amount of change fund in possession.			
7.	Change fund is removed from a lockable/sealable bag and placed into a lockable cash box (or till that is secured and kept away from visibility).			
8.	The cash handler(s) has recorded their name, date, title of the event, change fund amount, beginning receipt/ticket number and any supplementary beginning information required on the daily cash log?			

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I \_\_\_\_\_ Student I.D. # \_\_\_\_\_

Certify that I have received the “cash handling checklist for one-time events” and understand how to handle and ensure that cash is appropriately safeguarded during this event. I understand that I must comply with the requirements of this checklist in order to ensure that cash is safeguarded at all times during this event.

I understand that failure to comply with the checklist requirements (as it relates to the cash handling responsibilities during the event) is cause for disciplinary action. I also understand that I must communicate my inability to comply with any of the checklist requirements to my supervisor, department dean or business office manager prior to accepting the cash handling responsibilities for this event.

I hereby acknowledge that I have read this certification and the cash handling checklist and agree to comply with the requirements.

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Cash Handler’s Signature

Date

Email address \_\_\_\_\_