

Student Clubs & Organizations Cash Handling Checklist



Club Financial Services

Student Business Services Building Room 257
1 Harpst St. Arcata, CA 95521

VII. Cash Handling

All cash handling activities will be performed in dual custody, by two or more student club members. The club treasurer will be responsible for ensuring that all club members receive proper cash handling from the Club Financial Coordinator. The club treasurer will be responsible for keeping track of all sales records and deposits.

- a) All money will be stored in a cash box provided by the Club Financial Services Office. The cash box should never be left open nor unattended and should only be stored at pre-approved locations by the Club Financial Coordinator.
- b) Only club members & advisors who have completed the Cash Handling Training can collect cash or cash equivalents. Community members or volunteers are not permitted to have access to cash or cash equivalents.
- c) If needed, a temporary change fund up to \$250 for all cash activity will be assigned to the club treasurer. As custodian of the change fund, the treasurer will assume responsibility for the change fund until it is returned to the Cashier's Office. The change fund will be kept in a locked drawer, secure safe, or locking cabinet with limited access.
- d) All revenue or donation streams must be collected with some sort of official record keeping, either a cash register, tickets, receipt book or a tally sheet. A customer receipt should be generated for each sale.
- e) At the end of the day or at a minimum once a week, the funds will be placed in a tamper proof plastic bank deposit bag. Any tally sheet, receipt copies, or cash register tape will be included inside the deposit bag along with a "Club Account Deposit Slip" indicating the student club number. The club treasurer or their designee will be responsible for transporting the deposit bags to the Cashier's Office.
- f) Transportation of deposits must always be a high priority and should not conform to any regular schedule. Transporting deposits to the HSU Cashiers Office or the drop box will be accomplished in a secure manner to protect individuals, cash, and cash equivalents involved.
 - Cash deposits should be hand-carried by two (2) authorized club members to the HSU Cashier's Office or drop box outside UPD.
 - Cash deposits exceeding \$1,000 must be transported by a campus police escort.
 - Cash and cash equivalents cumulatively exceed \$5,000 must be transported to the HSU Cashier's Office by campus police escort.
- g) The next business morning following the event, two University Cashier's will retrieve the secured deposit bags from the lock box. The bags will be opened in dual custody and the contents counted and reconciled to the record keeping device for the event.

Retail Sales or Concessions for Special Events

- a. Items being sold at the event will need to be purchased for the sole purpose of the fundraising event. It is recommended that inventory count sheets of the items will be

maintained by the club treasurer to safeguard the club's assets and property. Items will need to be stored in a locked cabinet or storage room with limited access.

- b. Retail sales and/or concession sales will require the utilization of a cash register or a pre-numbered receipt book with duplicate copies. Each transaction will be recorded individually. A separate cash register will be required for each sales person.
- c. At the discretion of the Club Financial Coordinator, a cash register may be required to be utilized. At the end of the event, the cash register sales total will be ran, ("Z"). The cash register receipt tape which lists each transaction and a grand total for the event will be put into the deposit bag with the cash and checks. A separate bag is to be used for each cash register. Any entry errors should be noted by the sales person for reconciling purposes.
- d. The Cashier's Office will reconcile the deposit to the cash register sales total or the tally sheet. Any shortage or overage will be posted against the revenue collected. A final report of sales will be prepared by the Cashier's Office and submitted to the club treasurer within two (2) business days of the event.
- e. Sales tax may need to be collected for all retail sales and all taxable concession items sold. A list of items being sold will need to be provided to the Club Financial Coordinator prior to the event to identify the taxable items. Remittance to the State of California will be performed by the HSU Accounting Office.

Entrance Fee Receipts

- a. It is recommended that pre-numbered tickets should be used for all paid admittance at the door. The pre-numbered tickets should be sequential and inventory sheet of who was assigned tickets for sale should be utilized. If there are different ticket prices for entry, a separate ticket sequence and color should be used, (example Adults \$10 red, Students \$5 yellow).
- b. At the beginning of the event, the first numbered ticket is to be removed from the ticket roll and attached to the event log that will be stored with the sales revenue. At the conclusion of the event, the event log will be placed in the plastic deposit bag with the money collected, the change fund, and the ticket roll.
- c. If the event is multiple days. The cashiering staff will prepare a daily cash till for each day of the event, the cash till will be placed in a plastic deposit bag and stored at the Cashier's Office Room 257 for daily pick-up. For pickup over the weekend, access to the building will be done at the University Police Department.

Pre-Sale Tickets

- a. All pre-sale tickets should be sequentially numbered and maintained on a ticket inventory sheet. Tickets should be stored in a secure locking box with limited access.
- b. Tickets to be assigned to club members to sell will need to be included on the ticket inventory sheet and the money stored in a secure location.
- c. All ticket sales should be delivered to the Cashier's Office weekly with a copy of the ticket inventory sheet.

Credit Card Transactions

- a. Mobile credit card terminals can be checked-out from the Cashier's Office for use at special events. The club treasurer will be required to sign out the mobile terminal as a club representative and the club will be liable if the credit card terminal is not returned or is damaged.
- b. Use of a credit card terminal is reserved for large events only. Individual transactions must be a minimum of \$20.
- c. A printed credit card receipt must be signed by the card holder for each transaction. The signed receipt must be included with your deposit.
- d. Refunds or voids should never be processed from the credit card terminal, as incorrect processing may cause the deposit to be out of balance. Any refunds or voids should be noted and will be processed by the Cashier's Office.
- e. At the end of the event, the credit card terminal must be settled to insure the transaction are processed. Select the "Settlement" button on the terminal, and include the settlement report in the deposit bag.

Services Provided by University Police Department

Student safety is one of HSU's highest priorities. Student Financial Services (SFS) has partnered with the University Police Department (UPD) to help provide extra services for student club's or organizations fundraising events. These services help protect students' wellbeing and their club's assets.

Storage of fundraising materials

- Students can make use of a drop-box outside of UPD for night deposits. Put all money and tally sheet in deposit bag.
- If students rent materials from SFS to help run their event, the equipment can be stored overnight in the Cashier's Office locker. Access to the storage locker is limited and you will need to go to the University Police Department to get an officer to let you in the office. At most, only 2 club members should have access to the combination lock to maintain internal controls (Club Treasurer must meet with Club Financial Coordinator no later than 1 day before an event/fundraiser to get access to the storage locker. Include deposit with rental items in storage locker at the end of the event)

Other UPD services

- UPD provides escorts for students transporting their deposit. An escort is required for a deposit totaling \$1000 cash or more
- For events occurring outside of normal business hours (8am-5pm), or off campus, it is highly suggested that club members request an escort to UPD.
- UPD can perform a walkthrough to deter suspicious activity at your event
- Students may utilize all of these services for off campus events.