



MASTER GARDENER FOUNDATION KITSAP COUNTY CASH HANDLING PROCEDURE

This procedure is to be followed whenever cash is handled at a sponsored fund raising event.

When a fund raising event is conducted, it may be necessary to provide a cash box or boxes to begin the event with cash obtained from the Foundation's savings account. This cash will be subtracted from the event's total receipts at the end of the event.

Enter that starting amount here: \$ _____

At each cash count, during or at the conclusion of the event, *TWO (2) Master Gardeners* must be present at the counting before the cash is deposited into the Foundation's credit union account. This counting of cash shall constitute a verification of all receipts pertaining to the cash count from the event and requires the name of the fund raising event, date and time of counting, amount to be deposited, and the signatures of the *TWO (2) Master Gardeners* performing the count/verification.

The following should be used for this verification:

EVENT NAME: _____

Date of count: _____ **Time of count:** _____

| | COUNT | VALUE |
|--|-------|--|
| \$1 bills | | |
| \$5 bills | | |
| \$10 bills | | |
| \$20 bills | | |
| \$50 bills | | |
| \$100 bills | | |
| Coins | | |
| Subtotal | | |
| Less Starting Cash | | |
| Total Cash Amount to be Deposited | | |
| Total Checks to be Deposited | | |
| Total Amount Collected = | | \$ |

Name: _____

Name: _____

Signature _____

Signature: _____