

Harrison Music Boosters Cash Drawer Record

Cash Box Procedures

2 counters / signatures are required for each drawer

Cash drawers must be kept secure (i.e., supervised and/or locked) at all times

A separate form is required for each cash drawer

1. For each event, a Cash Request Form must be completed one (1) week in advance of the event and given to the Treasurer. This gives the Treasurer sufficient time to order cash.
2. On the day of the event, the Treasurer will deliver the requested number of cash drawers already filled with the cash amounts requested for each drawer.
3. Cash drawer recipients must be adults. Students are prohibited from handling cash.
4. Both the Treasurer and the Recipient of the cash drawer must sign the Cash Drawer Record Form. The form should be placed in the cash drawer.
5. Cash drawers must be supervised at all times before, during and after events.
6. At the end of the event, the individual responsible for a cash drawer(s) must turn the cash drawer into the Counting Team.
7. Both the Counting Team and the individual responsible for the cash drawer must sign the Cash Drawer Record Form.
8. The Counting Team is composed of two (2) or more adults selected by the event coordinator and approved by the President or Vice-President.
9. The Treasurer is prohibited from being a Count Team member,
10. At least two (2) members of the Count Team will count each drawer.
11. During the counting process, two (2) copies of the Count Sheet must be filled out for each drawer.
12. Once two (2) members of the Count Team have counted each drawer, both members must sign and date both copies of the the Count Sheet.
13. One (1) copy of the Count Sheet should be given to the Treasurer.
14. The second copy of the Count Sheet should be given to the event coordinator, President or Vice-President.
15. Cash should be banded and coins should be rolled.
16. Once all drawers are counted and all Count Sheets are signed and dated, the cash and one (1) copy of the Count Sheets should be given to the Treasurer.
17. The Treasurer should deposit the money in the bank as quickly as possible using a Night Drop Box if possible.

Event: _____

Date: _____

Initial Balance (from Treasurer or Designee):

Treasurer: \$ _____ Signature: _____

Recipient: \$ _____ Signature: _____

Delivered Balance (to Treasurer or Designee)

Recipient: \$ _____ Signature: _____

Count Team: \$ _____ Signature: _____