

SOP # 10.13 Revision: 4-26-17
Effective Date: 2-26-11

Prepared by: Bylaws/Policies and Procedures Comm.
Approved by: Board of Directors

Title: **SANTA ROSA PLATEAU FOUNDATION (SRPF) – SPECIAL FUNDRAISING EVENTS CASH MANAGEMENT**

Policy: Disbursement and collection procedures of cash monies during special events will be managed by the Chief Financial Officer (CFO).

Purpose: To account for all monies needed on the day of the event and to account for all monies collected on the day of the event.

Scope: This policy will apply to all special events or on-going fundraising activities when cash is needed to conduct the event/project.

PROCEDURE:

- A. A check request is forwarded to CFO as to the amount and use of cash for any given event.
- B. Under the CFO's direction, cash boxes will be loaded and marked as to purpose with an accounting of the start-up monies listed in denominations.
- C. The recipient of the cash box will count and sign for the monies in the cash box.
- D. The CFO is responsible for collecting all monies at the end of the event.
- E. The CFO and/or a member of the Budget and Finance Committee are responsible for counting and reconciling all monies collected.
- F. The CFO will deposit all monies into the SPPF's bank accounts ~~immediately~~ promptly after all monies are counted and reconciled.
- G. A written report of all cash disbursements and receipts will be included in the event financial reports.