

Rules for Handling Cash

updated 11/27/22

Students should not take in or manage cash or checks.

Only VSAA ABC Members can handle cash. If a volunteer is not a member, they must register to be a member before volunteering.

Two VSAA ABC volunteers should be present if cash and checks are being solicited. If only one adult volunteer is present, cash and check donations should NOT be taken.

QR codes can be used at any time by patrons to give donations regardless of how many VSAA ABC volunteers are present.

ALL Checks should be made payable to “**VSAA Arts Boosters**” (in memo-line denote art form, otherwise donations will be added to the general fund).

Envelopes, baskets, or boxes can be available for cash donated towards a specific art form.

Any cash/check deposited in donation box without designation will go to club's general fund.

~~Receipts can be issued for cash transactions at customer's request. Each team representative is to provide their own receipt. (will address this later when doing direct sales)~~

~~An inventory should be taken before and after an event. In addition it will be compared and recorded with the cash taken in. Each art form will do inventory in a manner of their choosing. (will address this later when we are doing direct sales)~~

Money Handling AFTER AN EVENT...

Two VSAA ABC members tend the money after an event.

At the conclusion of each day of the event, a Deposit Form (See EXHIBIT K) should be filled out. Two people should sign the form. The form will itemize the fund sources (example: t shirts event sales) as well as cash vs. checks. Seal the deposit in an envelope in the presence of the second individual. This is called dual control and places the organization in a better position to challenge any claim that the bank may make that the currency received was not correct.

VSAA in building events: Ideally, money is not to leave the school premises except for deposit to the bank. Cash and check must be placed in the VSAA ABC lockbox in the gallery office within 72 hours or given to the VSAA ABC Treasurer along with a completed Deposit Form (See EXHIBIT K).

VSAA out of building events: If possible, cash and check must be placed in the VSAA ABC lockbox in the gallery office within 72 hours or given to the VSAA ABC Treasurer along with a completed Deposit Form (EXHIBIT K). Deposit forms are found on top of the Club's dropbox in the Gallery office.

Note: Unidentified money will go into the general fund. If not claimed by an art form within 3 months the funds will stay in the general fund.