**Standard Operating Policy & Procedures – Cash Handling**

**Internal Control Objectives**

The objectives of internal controls for cash disbursements are to ensure that cash is disbursed only upon proper authorization of Board Officers, for valid business purposes, and that all disbursements are properly recorded.

**Separation of Duties**

The most basic internal control that most effectively assures the secure handling of cash is separation of duties, having different people receive cash and those who count monies at the end of a fundraising event and make deposits to the Athletic Booster Club bank account. The separation of duties include:

1. Receive and deposit cash.
2. Record cash payments.
3. Reconcile cash receipts to deposits.
4. Follow up on collection of returned checks.
5. Distribute payment checks.

**Doors/Physical Security**

Doors will be locked at all times in areas where cash is handled. Physical security will be emphasized to those who handle cash and checks. Access to cash and checks will be restricted to as few individuals as possible. Security focused cash handling procedures are aimed to make cash less visible and less accessible during handling and storage. Individuals will keep working cash funds to a minimum at all times. Use of cashless purchasing such as debit/credit cards, Paypal, etc. will be used and encouraged. Cash will be counted and handled in a non-public area and out of sight of the general public, and with more than one individual present. Excess funds will be stored in a locked device.

**Cash Handling and Control Phases include:**

1. Accept Cash and Checks.
2. Prepare Deposits.
3. Deposit Cash.
4. Reconcile Deposits.
5. Report Losses.

**A Cashier’s Most Important Skills/Qualities include:**

1. Friendly, polite, and positive attitude.
2. Excellent customer service.
3. Excellent communication skills.
4. Excellent ability and expediency to handle cash, checks, credit cards, and make change.
5. Basic math skills.
6. Attention to detail.

**Cash Handling Procedures for Concession Sales**

1. A Milpitas High School Athletic Booster Club (MHS ABC) Board Member, who has bank signature authority, shall withdraw $500.00 from the ABC checking account for each cash register, to be used for change. Football games require two cash registers, so two cash withdrawals for $500.00 each will be withdrawn for the bottom concession stand. The upper concession stand usually uses one cash register and requires $100 cash withdrawal for change.
2. Label the event and the date of the event on the cash withdrawal slip and place it in the corresponding bank money bag.
3. The Board Member, along with another Board Member, Committee Coordinator/adult, shall count the change, complete/sign off and date the Cash In/Out Form attesting to the starting change of $500.00 or $100.00 for the corresponding cash register.
4. Point of sale (POS) automated cash registers will be used for concession sales, and adult/experienced volunteers working concessions will be trained on how to use them.
5. Should the cash registers collect too much cash during the fundraising event, two Board Members or a Board Member and a Committee Coordinator/adult will remove some of the cash from the cash register and go to the back room, away from public view. They will rubber band/paper clip $1, $5, $10, and $20 bills facing the same direction and deposit the bundles into a locked device to be counted at the end of the fundraising event.
6. As the event and sales start winding down at the bottom concession stand, one window will be closed first.
7. Two Board Members, or a Board Member and a Committee Coordinator/adult will take the cash register monies into the back room for counting, away from public view. One person counts first, followed by the other until they concur on the amounts received. Once in agreement, they will both sign off on the Cash In/Out Form to include their name and date. They will rubber band/paper clip $1, $5, $10, and $20 bills facing the same direction.
8. At the end of the event, the second sales window is also closed. Two Board Members, or a Board Member and a Committee Coordinator/adult will take the cash register monies into the back room for counting, away from public view. One person counts first, followed by the other until they concur on the amounts received. Once in agreement, they will both sign off on the Cash In/Out Form to include their name and date. They will rubber band/paper clip $1, $5, $10, and $20 bills facing the same direction.
9. The bundled monies and coins for each register will be placed in a bank plastic bag and sealed. The plastic bag will be identified with the event, the date of the event, and the cash drawer #1 or #2.
10. The plastic bag containing the money will be placed into the bank money bag, along with the Cash In/Out Form. The bank money bag is also identified (the event, the date of the event, and the cash drawer #1 or #2) with painter’s tape on the outside.
11. The money bags will be given to the Treasurer or a Board Member for deposit.
12. The Treasurer or Board Member will deposit the monies into the ABC checking account within three to seven business days, or as soon as possible.
13. The Treasurer or Board Member will staple the withdrawal slip to the lower, left corner of the Cash In/Out Form.
14. The Treasurer or Board Member will collect the bank deposit slip and staple it to the lower, right corner of the Cash In/Out Form.
15. If a Board Member other than the Treasurer made the deposit, that Board Member shall forward the Cash In/Out Form to the ABC Treasurer for documentation/reporting and filing.

**Cash Handling Procedures for Trojan Wear Sales**

1. A MHS ABC Board Member, who has bank signature authority, shall withdraw $100.00 from the ABC checking account for the cash register, to be used for change.
2. Label the event and the date of the event on the cash withdrawal slip and place it in the corresponding bank money bag.
3. The Board Member, along with another Board Member, Committee Coordinator/adult, shall count the change, complete/sign off and date the Cash In/Out Form attesting to the starting change of $100.00 for the cash register.
4. A Square, along with a phone, will be used for Trojan Wear sales. A Board Member, Committee Coordinator/adult volunteer will be trained on using the Square.
5. At the end of the event, two Board Members, or a Board Member and a Committee Coordinator/adult will take the cash register monies into the back room for counting, away from public view. One person counts first, followed by the other until they concur on the amounts received. Once in agreement, they will both sign off on the Cash In/Out Form to include their name and date. They will rubber band/paper clip $1, $5, $10, and $20 bills facing the same direction.
6. The bundled monies and coins will be placed in a bank plastic bag and sealed. The plastic bag will be identified with the event and the date of the event.
7. The plastic bag containing the money will be placed into the bank money bag, along with the Cash In/Out Form. The bank money bag is also identified (the event and the date of the event) with painter’s tape on the outside.
8. The money bag will be given to the Treasurer or a Board Member for deposit.
9. The Treasurer or Board Member will deposit the monies into the ABC checking account within three to seven business days, or as soon as possible.
10. The Treasurer or Board Member will staple the withdrawal slip to the lower, left corner of the Cash In/Out Form.
11. The Treasurer or Board Member will collect the bank deposit slip and staple it to the lower, right corner of the Cash In/Out Form.
12. If a Board Member other than the Treasurer made the deposit, that Board Member shall forward the Cash In/Out Form to the ABC Treasurer for documentation/reporting and filing.

**Cash Handling Procedures for Membership Sales**

1. A MHS ABC Board Member, who has bank signature authority, shall withdraw $100.00 from the ABC checking account for the cash register to be used for change.
2. Label the event and the date of the event on the cash withdrawal slip and place it in the corresponding bank money bag.
3. The Board Member, along with another Board Member, Committee Coordinator/adult, shall count the change, complete/sign off, and date a Cash In/Out Form attesting to the starting change of $100.00 for the cash register.
4. A Square, along with a phone, will be used for Membership sales. A Board Member, Committee Coordinator/adult volunteer will be trained on using the Square.
5. At the end of the event, two Board Members, or a Board Member and a Committee Coordinator/adult will take the cash register monies into the back room for counting, away from public view. One person counts first, followed by the other until they concur on the amounts received. Once in agreement they will both sign off on the Cash In/Out Form to include their name and date. They will rubber band/paper clip $1, $5, $10, and $20 bills facing the same direction.
6. The bundled monies and coins will be placed in a bank plastic bag and sealed. The plastic bag will be identified with the event and the date and event.
7. The plastic bag containing the money will be placed into the bank money bag, along with the Cash In/Out Form. The bank money bag is also identified (the event and the date of the event) with painter’s tape on the outside.
8. The money bag will be given to the Treasurer or a Board Member for deposit.
9. The Treasurer or Board Member will deposit the monies into the ABC checking account within three to seven business days, or as soon as possible.
10. The Treasurer or Board Member will staple the withdrawal slip to the lower, left corner of the Cash In/Out Form.
11. The Treasurer or Board Member will collect the bank deposit slip and staple it to the lower, right corner of the Cash In/Out Form.
12. If a Board Member other than the Treasurer made the deposit, that Board Member shall forward the Cash In/Out Form to the ABC Treasurer for documentation/reporting and filing.

The Standard Operating Policy & Procedures – Cash Handling for concessions, Trojan Wear and Membership Sales must be approved by the MHS ABC Board and its General Membership.

The MHS ABC Board and Athletic Director, or School-Appointed Representative, shall review this document on a bi-annual basis.