

## Income Handling Procedures

### **Cash**

1. Cash should be received by no fewer than two people.
  - a. Face all the bills in the same direction.
  - b. Count the bills.
  - c. Roll the coins.
  - d. Coins that are NOT rolled will not be accepted.
2. Cash should be listed on an income record which is then signed by both parties.
3. The income record and the cash should be placed in an envelope and dropped into the safe in the office.

### **Checks**

1. Checks should be listed on the income record.
2. The checks should be presented in the order in which they are listed on the record.
3. Use the endorsement stamp (located in the treasurer's box in the workroom) to stamp each check.
4. Place checks and income record in an envelope and deposit into the safe.

*Notes: When listing both cash and checks on one income record, please fill in all the fields including separate totals for cash, coin, and checks. Also, there is a coin roller in the library which you may use if your event has a lot of coin.*

*Income records are available on the website under "for parents, fsg, forms" and in the workroom in the treasurer's box.*

### **Money Requests**

1. If your event requires cash, please request a cash advance using a reimbursement form at LEAST two weeks in advance.
2. Use your check to get the cash breakdown needed for your event.
3. If you are paying for something out of pocket, use a reimbursement form for its intended purpose.
  - a. Please include receipts.
  - b. Please keep copies of receipts.
  - c. Allow 10 business days for reimbursement.

*Notes: Reimbursement forms are available on the website under "for parents, fsg, forms" and in the workroom in the treasurer's box. Also, please make sure that you complete all fields on the form.*