



Waukesha Catholic

Cash Handling Policy & Procedures

Purpose/Rationale:

- To ensure the monies entrusted to us through the generosity of many is safe and used well.
- To prevent mishandling of Waukesha Catholic (WC) funds and to safeguard and protect employees and/or volunteers from inappropriate charges of mishandling funds.
- To clearly define employee responsibilities in the cash handling process.

Applies to:

All WC employees and volunteers entrusted with the receipt, deposit and reconciliation of cash for Waukesha Catholic related activities (i.e. sporting events, registration, field trips, fundraisers etc.)

General:

These policies and procedures are intended to accommodate all Waukesha Catholic organizations. While some groups may maintain their own Cash Handling Policy, at a minimum their policy must maintain the standards detailed in this WC Cash Handling Policy. In general, the Treasurer and/or an organization member shall control cash at all times to ensure revenue generated during the event is properly secured and safely handled.

Cash is defined as: coins, currency, checks, and money orders.

It is the intention of these policies and procedure to consider a High School student 16 years of age or older to be considered an adult to allow them to satisfy service hour requirements by volunteering to work WC events. Each organization hosting an event shall make the determination as to whether student volunteers are appropriate for certain activities associated with their event.



Policy & Procedures:

1. At each event, one or more envelopes and one deposit slip will be needed. Every cash receipt location will include a cash box, start-up cash and Waukesha Catholic Cash Receipt Form. An organization member shall ensure suitable start up cash is provided to begin the event. The start up cash must be verified by someone other than the organizational member delivering the cash at each location. Each person must complete and sign the Pre Activity column on the Waukesha Catholic Cash Receipt Form.
2. Two unrelated adults should tend the cash box (es) at all times. Due to the length and frequency of events and number of volunteers needed, Athletic events for example, may require just one adult tending the cash. In these situations they individual must be supervised and monitored by an Athletic Board member. **AT NO TIME SHALL CASH BE LEFT UNATTENDED!**
3. All individuals tending receipts will verify checks received are properly completed:
 - a. made payable to Waukesha Catholic
 - b. are not stale dated or post-dated
 - c. the numeric and written dollar amounts agree
 - d. the check is signed by the payer
4. Have two unrelated adults present when counting cash for verification and security of the cash. After the cash is counted, log all cash and checks received using receipt tape or attached Waukesha Catholic Cash Receipt Form. Each counter will complete and sign the Post Activity column on the Waukesha Catholic Cash Receipt Form certifying how much money will be deposited.
5. Cash should be delivered to Organizational Chair or Organization Member (i.e. Athletic Board Member for sporting event) for deposit that day or for placement in the designated and approved secure locations or, preferably, for deposit that day. Cash should be deposited at any Waukesha State Bank location using the night depository if after normal business hours. (**Waukesha State Bank Locations:** <http://www.waukeshabank.com/locations.aspx#>). Rolls of coin must be unrolled to fit into the night depository. If necessary you can use multiple envelopes labeled: Waukesha Catholic, 1 of 2 and 2 of 2.



6. The Waukesha Catholic Cash Receipt Form summarizing the cash handled during the event must also be completed and delivered to the Treasurer or WC Business office the next business day.

7. One individual **SHALL NOT** have responsibility for counting depositing or securing Cash and delivery of Waukesha Catholic Cash Receipt Form. One individual should be responsible for counting depositing cCash and or placing in the designated, approved secure location or depositing it in the bank. A different individual shall be responsible for providing the Waukesha Catholic Cash Receipt Form to the Treasurer or WC Business office the next business day.

8. The board member on duty shall control access to cash and shall be the only person who should unlock the approved secure location for any reason. If a location is secured by key access, the Board member shall maintain control of the key(s) at all times.

9. At the end of an event, all Cash shall be deposited in the bank. If a deposit is not feasible the Cash shall be of locked in the designated approved secure location at each facility. If the Cash is not deposited that day due to the lateness of events, the deposit shall be made as soon after the event as reasonably possible. If the deposit is made during normal business hours via teller, a physical deposit receipt shall be requested, which shall be delivered to the Treasurer or WC Business office the next business day and kept as a record of the deposit. ***Under no circumstances should cash be taken home or secured in a personal space (auto, office, etc.)!***

10. If an event is being held at a location other than a Waukesha Catholic facility, the Treasurer will transport the necessary cash Cash to the event. The Treasurer shall handle excess cash Cash per normal approved cash handling policies. Cash shall not be left at the location unless it can be securely locked in a suitable approved secure location.



11. Deductions/Payments MUST NOT be made from cash received during an event. All payment requests MUST be submitted to Treasurer or Organizational Chair.
 - If due to high transactional volume, payments must be made to hired helpers (e.g. scorekeepers or referees) cash may be placed in sealed envelopes prior to the event that are clearly marked with the payee and amount of the payment.
 - A maximum of \$50.00 in cash is allowed to be placed in the envelopes. Payments requiring more than this amount should be made by check.
 - All envelopes shall be kept in the secure location until they are ready to be distributed. Distributions are to be made only by the Board member on duty.
 - A payment log shall be kept in the secure location and the Board member on duty shall record the name of the person receiving the envelope/payment and initial the log indicating the payment was made. The person receiving the payment shall also initial the log indicating they received the payment.

12. Cash transactions for day-to-day school operations- Deposits should be made the same business day or next business day if Cash can be secured in an approved location.

13. Should an organization encounter unique circumstances that require a deviation from any clause of these policies and procedures, a written request detailing the circumstances surrounding the request, what relief is being requested, and how long the relief will need to be in place, should be made to the Executive Committee of the WC Board.



Waukesha Catholic- Cash Receipt Form

Date: _____

Event: _____

PRE-ACTIVITY

Coin Total: \$ _____

Cash Total: \$ _____

Check Total: \$ _____

Total: \$ _____

POST ACTIVITY

Coin Total: \$ _____

Cash Total: \$ _____

Check Total: \$ _____

Total: \$ _____

Print Name of Counter #1

Print Name of Counter #1

Signature of Counter # 1

Signature of Counter # 1

Print Name of Counter #2

Print Name of Counter #2

Signature of Counter # 2

Signature of Counter # 2

Attach Calculator Tape to this form if available

Normal Business Hours- Deliver to organizational chair or Board Member to deliver to Business Office of Waukesha Catholic for secure storage

After Normal Business Hours- Use deposit slip and deposit envelope(s) for cash and checks and deposit at Waukesha State Bank night depository. **Waukesha State Bank Locations:**
<http://www.waukeshabank.com/locations.aspx#>

Do not take cash home and do not leave cash unattended at any time!



Waukesha Catholic Check Request Form

Guidelines:

1. Verify with your campus chair the amount that has been budgeted before begin your project.
2. Submit all receipts included in the amount requested (Circle items on receipts if other personal items were purchased)
3. Fill out check request form below.
 - Be sure to include for what project, and who the check is to be made out and returned to.
4. Have request form approved by treasurer of organization.
5. Treasurer to determine Budget Account # to charge

Send Athletic or Home & School Check Requests to:

Treasurer of that organization

Send All Other Check Requests to:

Waukesha Catholic Business Office
 221 S. Hartwell Ave.
 Waukesha, WI 53186-6402
 Phone: 262-896-2929

Date: _____

Project Purpose: _____

Budget Account #(s) _____

(If there are multiple Budget Accounts, please indicate the portion to be allocated to each account #)

Amount: _____

Payable/return to: _____

Treasurer Approval:

Copies of receipts are acceptable per IRS requirements. Please keep originals in the event that the request & copies are not received.