Cash Handling Flow Chart

Is your club's fundraiser being held during the school day?

- Yes
  - At end of sale, money should be placed in vault in Principal's office.
  - Activity Treasurer should count money and complete a deposit slip.

- No
  - Weeknight Event
    - At end of sale, money should be placed in vault in Principal's office (MS) or Guidance office (HS).
    - By end of next school day, Activity Treasurer should retrieve money to count and complete a deposit slip.

  - Weekend Event
    - Place cash in vault located in Principal/Guidance office or drop safe at DO at the end of sale until preparation of deposit can be completed.
    - By end of next school day, Activity Treasurer should retrieve money to count and complete a deposit slip.

Is Faculty Advisor available to recount and sign the deposit slip?

- Yes
  - Faculty Advisor should recount the money and sign deposit slip.
  - Activity Treasurer should place incomplete deposit in vault in Principal's office until Faculty Advisor is available to recount and sign.
  - Activity Treasurer or Faculty Advisor should retrieve incomplete deposit when Faculty Advisor is available.
  - Faculty Advisor should recount the money and sign the deposit slip.
  - Activity Treasurer should place completed deposit in drop safe.

- No
  - Activity Treasurer should place completed deposit in the drop safe.

Per regulation 7410.R.1 the above process must be completed within (3) school days of fundraiser event!