



CHIPPEWA VALLEY SCHOOLS CASH BOX GUIDELINES

The *Cash Box Guidelines* apply to all behalf of all schools, sports teams, student clubs, teachers, parent groups, coaches, sponsors, support groups, volunteers, and students.

Approval of all payment collections is at the discretion of the Building Administrator/Athletic Director. Failure to adhere to CVS *Cash Box Guidelines*, [Fundraising Guidelines](#), [Payment Handling Guidelines](#), [Student Activity Account Guidelines](#), or [Volunteer Guidelines](#) may be subject to disciplinary action.

Event volunteer establishes the amount of start-up cash needed for each cash box, completes the appropriate [Check Request Form](#) for your organization, and submits to the personnel for processing.

Event volunteer secures the start-up cash and confirms the amount by initialing on the Volunteer #1 line indicated on the [Cash Box Tracking Form](#).

As each cash box is handed out, the receiving volunteer counts the start-up cash and initials on the Volunteer #2 line confirming the event count.

Be sure to complete a *Cash Box Tracking Form* for each cash box.

- The *Cash Box Tracking Form* is to remain in the box during the entire event.

At the end of the event, all remaining money is removed from the cash box and counted by two people. Each counter signs and dates the *Cash Box Tracking Form* confirming the total end of event cash. **TWO COUNTS ARE REQUIRED!**

The money is put in a sealed Tamper Evident bag, along with the *Cash Box Tracking Form*. Deposits for school events are given to the bookkeeper/secretary. For Community Support Group (CSG) events, deposits go to the CSG bank.

- **Payments collected are always deposited in the denominations they were received.**
- **Deposits must be made when monies reach \$500 or two weeks, whichever one comes first.**
- **Payment collected cannot be used to pay for expenses.** Expenses are paid by the school bookkeeper/secretary and by school check only.
- Deposits must be made before any Holiday or School Break.

The [Cash Box Tracking Form](#) must be attached to the appropriate [Deposit Form](#) for your organization and will serve as proof of two cash counts.

ALL start-up cash must be returned and deposited separately from the rest of the payment collected to verify the start-up cash has been returned. Deposits should be listed as “return of start-up cash for X event” on deposit paperwork **and** in school system (AS400) or Community Support Group system (PTO Manager).

All forms and guidelines can be found on the CVS *Money Matters* website:
<http://www.chippewavalleyschools.org/for-parents/volunteers/>