California Maritime Academy Foundation Associated Student Cash Handling Procedures

Clubs Events

- 1. After you receive approval for your club event, you need to select one member to be responsible for all fiscal activity accepting payments, preparing receipts, reconciling and deposits funds, etc.
- 2. Agree with your group ahead of time about cancellations and refunds. Be sure and let the group know the drop-dead dates.
- 3. Your club will be issued a receipt book, lockbox and an endorsement stamp. Please keep endorsement stamp in lockbox.
- 4. Prepare a receipt for each student making payment for your event. Be sure to include the today's date, student's name and event, amount paid, type of payment cash or check, and initial or sign your name. Give student top copy of receipt. Keep track by making a list of students attending the event and check them off as paid.
- 5. If payment is made by check, promptly endorse with stamp. This helps in case of loss or theft.
- 6. Keep all payments in lockbox. Limit access to lockbox. Keep lockbox in a secure place such as a locked file cabinet or desk. If you do not have a secure place, please check with the ASCMA Treasurer for assistance. Keep receipt book with lockbox.
- 7. Periodically, but no less that weekly, compare receipts in book with lockbox. You should have the same amount of payments as you have in the receipt book. Investigate any discrepancies. Let the ASCMA Treasurer know if any payments are missing, lost or stolen.
- 8. Submit payments with a transmittal slip to the Treasurer weekly. Sign and date transmittal slip. A transmittal slip just lets the Treasurer know how much you are depositing for your club and helps ensure accurate recording of your information. The transmittal slip information should match your cash to deposit. If you have any questions about how to prepare the slip, please check with the Treasurer.
- 9. After you have collected all the payments for your event, return the receipt book, lockbox and endorsement stamp to the Treasurer.
- 10. If the bank returns a check, the Treasurer will charge your account and notify your representative.