



Master Gardener Foundation of Chelan-Douglas Counties
Cash and Checks Handling Procedure

Beginning Cash Bank/Box Amount: The event manager shall determine the beginning amount of cash needed. This amount is routinely \$100.00.

Secured Cash Box: The cash box will be secured by the lead person and team members at all times.

Multi-Day Events: When events span more than one day, such as the Home Expo, all funding for each day shall be accounted for by using a reconciliation form at the end of each day. Cash received that is more than your starting balance will be kept separate along with checks received each day.

Plant Sale Procedures: The Plant Sale Committee has established procedures for the two-day event.

Square and Tablet Usage: The Treasurer will download and reconcile all transactions in a timely manner after an event. Cashiers using the tablets **shall not** make any bank account transfers. Any needed transfers or adjustments shall be made by the Treasurer.

Cash and Check deposit: Contact the Foundation Treasurer for directions

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