



Funds Handling – Fundraising

Policy and Guidelines

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Funds Handling Training- Fundraising

- Before fundraising begins, each person who will handle money at any point in the fundraising process shall complete **Funds Handling Training**.
- Contact **Diana Blair** at **Suite 144 New Hall West** (231-8893 or dblair@vt.edu) or **Planning and Business Services (PBS)** at **109 New Hall West** to set this up.
- **Ten Day Rule**: Your **fundraising kit** will be provided but must be ordered through PBS at least **10 days** ahead of fundraising date
- **Fundraising Kit**: Adding machine, tape, receipts, stamp, lock box with key, deposit sheets and mini stapler



Cash Handler Responsibilities

- **By mail:** After receiving funds, record the payment by the use of a **mail log** & **multiple copy pre-numbered receipts**
- **In person:** Use receipt books. Give the original receipt to the customer for all in-person transactions
- **Storing Funds & Receipts:** Store the funds and receipts separately in a secure, locked area that is not visible to unauthorized personnel **(Do NOT leave unattended!)**
- **Funds Collection:** may **NOT** be collected during the night, on weekends, or holidays (or any time the University is officially closed) for security reasons

Residence Life
Mail Log

Cash Handler _____

Date	Received From:	Service or Product:	Amount
Total Amount:			_____

Depositor: _____

University Deposit Ticket No.: _____

Date: _____





Coin Collection Policy

- To encourage efficient and timely transactions regarding coin collections during Hall Council projects such as **Penny Wars**, the following procedures have been adopted:
 - **No receipts!**
 - **Roll your coins!** All coins must be rolled by denomination prior to delivery to the Depositor
 - Funds and supporting documentation (calculator tally) are given to the **Depositor prior to 4:30 p.m. each work day**
 - Funds must be handed to the Depositor (described on Slide 14). **Funds may not be left unattended on a desk or file cabinet for the Depositor.**



Check Procedures

- Request that **checks** be made payable to the “**Treasurer of Virginia Tech**”
- Endorse checks immediately upon receipt with:
 - For Deposit Only**
 - Residence Life**
 - Virginia Tech**
- **Post-dated** checks must not be accepted
- Canadian Postal checks, checks drawn on an International bank, or Foreign Money Orders are not to be accepted



Documentation Methods of Funds Received

- Mail Log
 - Funds received by mail must be recorded on a Mail Log. It is not necessary to issue receipts for mail transactions. Mail transaction funds received should be totaled and balanced to the mail log or check copies
- Manual Pre-Numbered Receipts (multiple copies)
 - All receipts must include the following information: **date received, the dollar amount, a receipt number, type of funds, name of the person paying for the transaction, description of the service or product, name of the organization or hall collecting the funds, and a signature of the Cash Handler**

Sample B

Stamp will be here

RECEIVED FROM John Smith DATE 8/5/10 NO. 1181
 ADDRESS 1001 EAS DOLLARS \$ 5.00
 FOR EAS T-shirts
 BY Ratie Jones

PAYMENT		CASH	
AMT. PAID	5.00	CASH	5.00
BALANCE		CHECK	
		CASH	

Stamp will be here

RECEIVED FROM Fred Jones DATE 8/5/10 NO. 1182
 ADDRESS 2002 EAS DOLLARS \$ 5.00
 FOR EAS T-shirts
 BY Ratie Jones

PAYMENT		CASH	
AMT. PAID	5.00	CASH	5.00
BALANCE		CHECK	
		CASH	

Stamp will be here

RECEIVED FROM Julie Doe DATE 8/5/10 NO. 1183
 ADDRESS 3003 EAS DOLLARS \$ 5.00
 FOR EAS T-shirts
 BY Ratie Jones

PAYMENT		CASH	
AMT. PAID	5.00	CASH	5.00
BALANCE		CHECK	
		CASH	



Balancing Funds

- **Balance funds to receipts**
 - Funds are balanced to the receipts.
 - An adding machine tape should be used to list total amounts from the receipts and totaled.
 - Checks should be batched together with a separate adding machine tape listing each check amount.
 - These tapes should be totaled, dated, and initiated by the Cash Handler. The amounts should agree.
 - The Cash Handler then balances the funds on a Cashier Log that records the organization name, printed name of the Cash Handler, date, Event Name, beginning and ending receipt numbers, total of the receipts, total of funds, over/short amount and signature/date of the Cash Handler
- **Balance funds to Mail Log**
 - Checks should be batched together with adding tape listing check amounts individually. The tape must be dated and initialed by the Cash Handler. The totals must agree

Sample C

CASH

Paperclip to
money

\$13110
K3

5.00**
2.50 +
7.50 *

Paper clip to
checks

Checks

\$13110
K3

5.00**
2.50 +
7.50 *

Sample D

Residence Life
Cashier Log

Hall Name: East Ambler Johnston

Cash Handler Name: *(printed)* Katie Jones

Date: 8/5/10 Event Name: EAS T-shirt sale

Assigned Cash Box No: 3

Balancing

Beginning Receipt Number: 1121 Ending Receipt Number: 1124
(Attach used receipts to this form) *(note-1124-voided)*

Total Amount of Receipts: \$ 15.00

Total Funds (Cash and Checks) \$ 15.00
(Amounts should agree. If not, enter amount below)

(Circle One) Over or Short \$ — . —

Cash Handler Signature: Katie Jones

Date: 8/5/10

I have verified that the total amount recorded above agrees to the total amount of the funds to be deposited.
Depositor: _____ Date: _____
University Deposit Ticket No: _____



Voided/Corrected Transactions

- Every effort must be made NOT to **void** or **correct** a receipt
- If necessary, the original transaction and the reentry documentation should be recorded on the **Cashier Log**
- The **original** and **duplicate receipt** of the voided transaction must be kept with the daily documentation for audit purposes
- When voiding a manual receipt, write **VOID** across the front of the receipt and initial. It should be initialed by the person voiding the transaction (Cash Handler)
- When correcting a receipt, draw a single line through the incorrect information and initial
- The void/correction must be recorded on the Cashier Log with all pertinent information documenting the reason
- When correcting a Mail Log, draw a single line through the transaction, enter correction, and initial. The **Void and Corrections Log** must be completed with all pertinent information



Depositing Funds

- Funds, supporting documentation, receipts, and logs are given to the **Depositor prior to 4:30 p.m. each work day in New Hall West, Suite 109 (preferable) or 144.**
- Please note that funds must be handed to the Depositor. Funds may not be left unattended on a desk or file cabinet for the Depositor
- In the absence of both the Depositor and back-up Depositor, a drop safe will be utilized for funds only. The receipt copies and Cashier Logs and any other documentation will be placed in the Depositor mailbox



Post-Robbery Checklist

- Remain calm and cooperative.
- If the robber displays a firearm, consider it loaded. Do not try to be a hero - you may jeopardize your own or someone else's safety
- Do not make any overt moves. Don't surprise the robber, even if he/she tells you to do something, let them know what you have to do to accomplish it
- If the robber hands you a note, place it out of sight and keep it for evidence
- Do as you are told! Anxieties are high at this point, don't aggravate or escalate the situation more than it already is
- Be attentive and make as many mental notes as possible
- When the robber leaves, lock all doors and ask witnesses to remain until the authorities arrive
- Report the crime immediately. Give the authorities as much information as you can



Post-Robbery Checklist

- **Lock the door**
- Call the police **540-231-6411 (VTPD)** programmed into your phone
- **Render aid to victims**
- Record **physical description of the robber(s)**
- Record **witnesses names, addresses, and telephone numbers**
- Note **direction** that suspect exited the building/ area
- If you can get a look at the vehicle, **note the make, model, color, and tag numbers**
- Protect the crime scene. Do not touch anything. **Allow no one in except authorities**
- Witnesses should be separated and provided with a **'Suspect Description Sheet'** as soon as possible. When interviewed, do not hesitate to approximate but do not exaggerate
- Do not be reluctant to identify the correct suspect(s) and testify in court when called

Suspect Description Chart

Sex	Race	Age	Height	Weight
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Hair

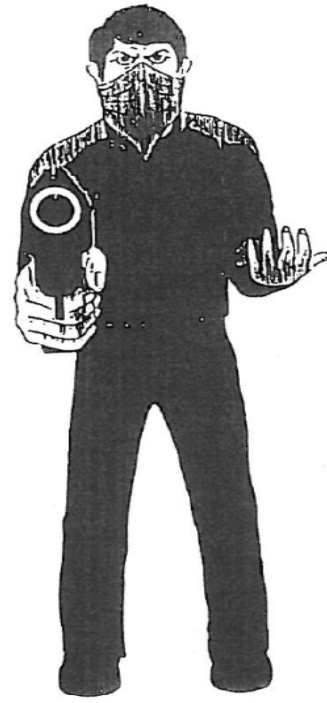
Eyes

Glasses Type

Tattoos

Scars/Marks

Complexion



Hat

Tie

Coat

Shirt

Trousers

Shoes

COMMON WEAPON TYPES



LONG BARREL REVOLVER



SNUB NOSE REVOLVER



LARGE AUTOMATIC



SMALL AUTOMATIC



BOLT ACTION



LEVER

SAWED-OFF RIFLES



PUMP



AUTOMATIC



SINGLE SHOT

SAWED-OFF SHOTGUNS

Bait/Money Serial #

Automobile Description (License Number/Make/Color - Direction of Travel)

What did the Robber say?

Call the Police. Stay on the phone. Don't hang up unless the police tell you to do so. Speak clearly and give the Dispatcher as much detail as possible - be specific. Hand this sheet to the first officer to arrive at the scene.