

SOP # \_\_\_\_\_ Revision \_\_\_\_\_  
Effective Date: 2.26.2011

Prepared by: Governance Comm.  
Approved by: Board of Directors

**Title: SANTA ROSA PLATEAU FOUNDATION -  
SPECIAL FUNDRAISING EVENTS – CASH MANAGEMENT**

**Policy:** Disbursement and collection procedures of cash monies during special events will be managed by the Budget and Finance Chair/Budget and Finance Committee Chair/Treasurer with the assistance of at least one other Board member.

**Purpose:** 1. To account for all monies needed on the day of the event.  
2. To account for all monies collected on the day of the event.

**Scope:** This policy will apply to all special events or on-going fundraising activities when cash is needed to conduct the event/project.

**PROCEDURES**

1. A written request is forwarded to the Budget and Finance Committee Chair/Treasurer as to amount and use of cash for any given event.
2. Under the Budget and Finance Committee Chair/Treasurer's direction, cash boxes will be loaded and marked as to purpose, with an accounting of the start-up monies listed in denominations.
3. The recipient of the cash box will count and sign for the monies in the cash box.
4. The Budget and Finance Committee Chair/Treasurer is responsible for collecting all monies at the end of the event.
5. The Budget and Finance Committee Chair/Treasurer and/or a member of the Budget and Finance Committee are responsible for counting and reconciling all monies collected.
6. The Budget and Finance Committee Chair/Treasurer will deposit all monies into SRPF bank accounts immediately after all monies are counted and reconciled.
7. A written report of all cash disbursements and receipts will be included in the event financial reports.