

De Anza College Student Accounts Cash Handling Procedures – Clubs

www.deanza.edu/studentaccounts/docs_forms

- **All clubs must follow the ICC Financial Code regarding deposits It states in the ICC Financial Code Section IX. DEPOSITS:**
 - A. All money collected from any source must be substantiated by a Club Cash Receipt Log Form. It is required to be submitted along with all deposits that are manually processed by the club.
 - B. No part of the expense of any event may be paid from money collected, but must be paid for in the manner described under purchase orders and requisitions. (Section X. EXPENDITURES C. 3)
 - D. All club funds collected from any source shall be deposited on the first business day after receipt of funds.

- **Safeguarding of Assets: All forms of cash (currency, checks, and money orders) are assets of the club and require adequate safeguarding.**
 - Student Accounts has locking cash bags available to check out via the Cashbox and Change Fund Request form for clubs collecting money after office hours. The locked cash bag can be dropped off with Campus Security for safekeeping until the next business day when Student Accounts is open for the club to make the deposit.
 - For events with ticket sales, pre-numbered tickets must be used and reconciled. Use the Cashbox and Ticket Request form to request tickets and a change fund. Submit at least one day before needed.
 - Cash must be secure at all times by elected officers and/or advisors.

- **Preparation of Deposits to Club Accounts by Elected Officers and Advisors:**
 - Only officially elected club officers and their advisors should handle cash deposits
 - To make a club deposit, come to Student Accounts in the Office of College Life, located downstairs in the Campus Center, Monday-Thursday 9:00 a.m.-5 p.m. and Friday 9:00 a.m.-4:30 p.m.
 - Required forms must accompany club deposits as listed below and are available on our web site or in our office.
 - **The Club Cash Receipt Log Form must accompany the club deposit.**
 - In addition, the **Cash Count Form must accompany the club deposit as well.** The form should be signed by two officers and/or advisors to ensure dual custody cash counts. It provides a break down of the deposit by type of cash: Currency, Coins, and Checks.
 - Before accepting checks, clubs need to review them for accuracy. Checks should be payable to De Anza College followed by the club name. Student Accounts cannot accept checks if they are post-dated, are dated over six months ago, or if they are not signed. Be sure the numerical dollar amount matches the written dollar amount. There is a \$25 service fee if a check is returned by the bank for any reason, and it is the club's responsibility to collect on the returned check.

- **Club Fundraisers/Money Collection:**
 - Clubs must inform the Inter Club Council (ICC) of all their fundraising and/or money collection activities before they begin.
 - Complete a De Anza College Event Planning Request Form and the back page of the form including the Money Collection section and submit it to the ICC Advisor c/o of the Office of College Life prior to selling items /collecting money for any purpose.
 - The ICC will inform Student Accounts of all club money collection activities on a weekly basis.
 - Student Accounts will request additional information from clubs as needed and address any concerns regarding the planned activity.
 - Monetary Donations – See Attached

- **Questions?:**
 - Contact Lisa Kirk. Accountant at 864-8528 or email KirkLisa@deanza.edu
 - Contact Jennifer Nguyen, Accounting Assist. at 864-8442 or email NguyenJennifer@deanza.edu

Note: Failure to comply may result in a freeze on all financial transactions of the club account until correction is made.

De Anza College Student Accounts Donations To Clubs

- 1. Donations to a club can be deposited directly to the club's account at the De Anza College Student Accounts Office. Checks should be made payable to De Anza College followed by the club name.**
- 2. Student Accounts will issue individual receipts for individual donations of \$250 or more or upon request. For donations under this amount, the donor's canceled check shall serve as their receipt for income tax purposes.**
- 3. Clubs should send thank you letters to all donors acknowledging their donation to the club.**
- 4. Clubs need to use the Club Cash Receipt Log form for all monetary donations.**
- 5. Clubs need to inform ICC of their intent to solicit donations via the College Life Money Collection Form section on the back page of the Event and Meeting Planning Request Form.**

PLEASE TURN IN REQUEST AT LEAST ONE DAY PRIOR TO DATE NEEDED

**DE ANZA COLLEGE STUDENT ACCOUNTS OFFICE
CASH BOX AND TICKET REQUEST, CHANGE FUND REQUEST & AGREEMENT**

Event: _____

Money Collected For (list ALL items being sold, entry fees, donations, etc. Pre-numbered tickets are required for ticket sales): _____

Date of Event: _____ Date Needed: _____ Time Needed: _____

Requesting Organization: _____ Person in Charge: _____

Work Phone: _____ Cell Phone: _____ Email: _____

*Authorized Signatures: _____
Club Advisor/Budgeter Club President/Treasurer

*By signing, I/we agree to return the change fund, cash box and deposit all \$ collected by the next business day after the event. I/we understand that I/we are personally liable for the change fund and cash box if not returned.

TICKET PRICE: Advance: Student w/ ASB: \$ _____ General: \$ _____

Tkt. Rolls Requested: Yes _____ Door: Student w/ ASB: \$ _____ General: \$ _____

No _____ (If no, please see Office Staff. Tickets must be reconciled and require review by Staff before selling)

CHANGE FUND NEEDED: \$ _____

\$1 x _____ = \$ _____ \$5 x _____ = \$ _____ \$10 x _____ = \$ _____

.25 x _____ = \$ _____ .10 x _____ = \$ _____ .05 x _____ = \$ _____

SIZE OF CASHBOX NEEDED: _____ (Small/Large) STAMP: _____

LOCKING CASH BAG: _____ (Cash Bag #: _____ assigned)

Approved by: _____ Disbursed by: _____ Date: _____
Student Accounts Staff

Received by: _____ Date: _____

INSTRUCTIONS:

1. Cashboxes and change funds should be picked up at Student Accounts on the day needed.
2. Pre-numbered tickets must be used and will be provided by the Student Accounts Office at no charge.
3. After the event, the person in charge should make sure that cash is counted and reconciled to tickets sold in dual custody (by two people) prior to drop off. The Ticket Recap Form must also be signed by two people to document the dual custody count.
4. All cashboxes must then be dropped off at Student Accounts during regular hours (M-Th: 9:00 am-5pm Fri: 9:00 am-4:30pm); or contact Campus Security to leave the empty cashbox in the Office of College Life and have Security escort you to drop off the cash bag at the Security Office.
5. On the first workday after the event, pick up the cash bag from Security. Return the starting change fund, cashbox, and tickets. **Deposit all proceeds** from the event at Student Accounts. **No expenses may be paid from \$ collected.**

For office use only:

CHANGE FUND RETURNED: \$ _____ CASH COLLECTED FOR EVENT: \$ _____ DATE: _____ REC# _____

VERIFIED BY: _____ DEPOSITED BY: _____

CASH COUNT

CURRENCY

\$100 x _____ = \$ _____
 \$ 50 x _____ = \$ _____
 \$ 20 x _____ = \$ _____
 \$ 10 x _____ = \$ _____
 \$ 5 x _____ = \$ _____
 \$ 1 x _____ = \$ _____

Total \$ _____

COINS

\$1.00 x _____ = \$ _____
 \$.50 x _____ = \$ _____
 \$.25 x _____ = \$ _____
 \$.10 x _____ = \$ _____
 \$.05 x _____ = \$ _____
 \$.01 x _____ = \$ _____

Total \$ _____

CHECKS

\$ _____ x _____ = \$ _____
 \$ _____ x _____ = \$ _____
 \$ _____ x _____ = \$ _____
 \$ _____ x _____ = \$ _____
 \$ _____ x _____ = \$ _____
 \$ _____ x _____ = \$ _____
 \$ _____ x _____ = \$ _____

Total \$ _____

Deposit Date: _____
 Description: _____

 Account Name: _____
 Account Number: _____

Total Currency \$ _____
Total Coins \$ _____
Total Checks \$ _____
Less Starting Change \$ _____

TOTAL COLLECTED \$ _____

De Anza Student Accounts Office Use Only

Receipt Number: _____
 Dollar Amount: \$ _____
 Date: _____
 Cashier Initial: _____

Authorized Signature: _____

Authorized Signature: _____

Note: Two signatures are required for a dual custody cash count.

