

**CASH AND CHECK HANDLING GUIDELINES FOR
FUNDRAISING AND EVENT COMMITTEES**
(see also **Cash Box Procedures** and **PCEP Funds and Expenditures**)

All Maplewood PCEP fundraising and event committee chairs and members will adhere to the following guidelines for handling PCEP funds received during a fundraising event or session:

1. Two PCEP members, one of which should be the committee chair must count all cash and checks received during a fundraising event or session. These members will complete two (2) copies of the Money Receipt/Tally sheet. Stamp all checks with the account deposit stamp provided in the cash boxes
2. The funds from an event or session *must* be delivered to the PCEP Treasurer or Assistant Treasurer as soon as possible following the event or session, preferably the same day but *no later* than the day following the event or session. The committee chair should be responsible for delivering the funds.
3. Upon receiving the funds, the Treasurer or Assistant Treasurer and the individual delivering the funds will count the funds to verify the total.
4. Once the funds have been verified, the Treasurer or Assistant Treasurer will sign the two (2) copies of the Money Receipt/Tally sheet. They will keep one copy and the other will be given back to the individual delivering the funds for the committee's records.
5. The Treasurer and Assistant Treasurer will deposit the funds into the PCEP's bank account within 24 hours of receipt or on the first bank business day following a weekend or holiday.
6. All questions regarding PCEP funds should be directed to the Treasurer or Assistant Treasurer.

(revised 9/2014)