

**Deposit Procedures and Forms for Handling Activity Fund Cash  
Western High School & Western Elementary School**

Use the following procedures for all fundraising events. All monies must be deposited daily, counted by two bonded employees, and must be accompanied by a deposit form signed by both bonded employees.

1. **Before the Fundraising Event:** If the sponsor(s) of a fundraising event requires a cash box and/or start-up cash, the sponsor(s) must complete the Start-up Cash Request Form and submit it to the District Treasurer at least 48 hours prior to the start of the event. Additionally, if you will be depositing your money directly to the bank you should request a locking cash deposit bag.
2. **During the Fundraising Event:** Sponsor(s) must monitor the cash box during the fundraising event. Students are encouraged to collect monies and make change during fundraising events, however the ultimate responsibility for accuracy and safety is with the sponsor(s).
3. **At the Immediate Conclusion to the Fundraising Event:** Two bonded employees must count the cash simultaneously and complete the deposit form which includes the amount of the deposit, date, and signatures of both bonded employees.
4. **Depositing the Cash:** The cash box and deposit form must be either deposited at the First National Bank of Barry or the cash, cash box, and deposit slip must be given to the Administrator on duty for safekeeping in the locked fire-safe cabinet and will be deposited at the bank on the next school day.

**During an Extended Fundraising Event:** Daily deposits are required if money is collected over an extended period of time. **Do not keep money in your classroom or in your personal possession.** These monies must be brought to the bookkeeping department. If a sponsor(s) needs assistance to count their daily deposits the bookkeepers will serve as the second bonded employee counting the money simultaneously with the sponsor. Sponsors should only come to the bookkeeping department during their noon hour or at the conclusion of the school day. Do not come during your planning period. The bookkeepers will be responsible for depositing the cash at the bank.

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**Start-up Cash Request Form**

Date of Activity Fundraising Event \_\_\_\_\_ Locking Deposit Bag Requested    Yes    No  
Cash Box Required    Yes    No                      Amount of Startup Cash Required \* \_\_\_\_\_

\*Startup cash will be charged to Activity Fund requesting cash.

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**Activity Fund Deposit Form**

Date \_\_\_\_\_                                      Amount of Deposit \_\_\_\_\_

Counted and Deposited by Bonded Employees:

1. \_\_\_\_\_

2. \_\_\_\_\_

Name of Fundraising Event \_\_\_\_\_

Name of Activity Fund \_\_\_\_\_