

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

The following procedures must be used 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 JH Secretary 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 and deposit form must be either deposited at the Kinderhook State Bank or the cash, cash box, and deposit slip must be given to the Administrator on duty for safekeeping in the locked safe 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 JH Secretary. 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 JH Secretary at the conclusion of the school day. Do not come during your planning period. The JH Secretary will be responsible for depositing the cash at the bank.

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.

Activity Fund Deposit Form

Date _____ Amount of Deposit _____

Counted and Deposited by Bonded Employees:

1. _____
2. _____

Name of Fundraising Event _____

Name of Activity Fund _____