

PARTS Funds Policies and Procedures

1. All PARTS Officers, Event Chairpersons, Project Leaders, and Volunteers shall comply with these policies and procedures.
2. The Chairperson/Leader of each PARTS event or project shall work with the Treasurer to plan the handling of all funds in an approved manner.
3. Chairpersons and Leaders shall ensure all volunteers handling funds understand these policies and procedures, and complete all required forms.
4. At no time shall students or minors (under 18) handle a PARTS cash box.
5. Cash for change will be authorized with event approval, prior to the event.
6. The Treasurer shall maintain three cash boxes totaling \$150.
7. Each cash box shall contain no more than \$100 in change per event.
8. PARTS funds shall be counted with 2 people present, each signing the required forms at the beginning and at the conclusion of the event using this procedure:
 - a. Count the cash in the cash box and complete the top portion of the **Event Cash Record**. Initial the form in the space provided.
 - b. List items to be sold or income to be received. Itemize fund sources (membership, opportunity drawing, buttons, etc.) and tally the # sold or # received.
 - c. At the end of the event, total the # sold/# received and the total cash received.
 - d. Count the cash and checks, list checks, and sign the completed **Event Cash Record**.
 - e. Second person counts all cash and checks and signs the completed form.
 - f. Fill out a duplicate **Event Cash Record**, sign it, and remit to PARTS Secretary.
 - g. Seal funds and completed/signed **Event Cash Record** in an envelope, then remit to PARTS Treasurer or designee on the day of the event.
 - h. No individual shall hold any cash separate from the sealed count.
 - i. Counted funds shall be maintained by the Treasurer or designee in a secured area until deposited in the bank.
9. The Treasurer is responsible for all deposits unless arrangements are made with another officer.
10. Cash and checks must be deposited within 2 business days of an event, except that cash totaling \$50 to be returned to each cash box and used to support the next event.

PARTS funds are to benefit RHSA students and enhance school programs and activities. PARTS Officers are the guardians of these funds and are obligated to protect and use them wisely.