

De Anza College Student Accounts Cash Handling Procedures – Clubs

www.deanza.edu/studentaccounts/forms-docs.html

www.deanza.edu/studentaccounts/reports/

- **All clubs must follow the ICC Financial Code regarding deposits. The ICC Financial Code Section VIII. DEPOSITS states:**
 - 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.
- **Club Fundraisers/Money Collection: Form Required**
 - Clubs must inform College Life of all their fundraising and/or money collection activities before they begin.
 - Complete the College Life Fundraiser/Money Collection Form and submit it to the Office of College Life front desk prior to selling items /collecting money for any purpose.
 - College Life will forward the form to Student Accounts once it is reviewed and signed by the Office of College Life staff acknowledging the fundraising/\$ collection activity.
 - Student Accounts will review and sign the form acknowledging the fundraising/\$ collection activity.
 - Student Accounts will later compare the estimated income/expenses to the actual income/expenses and will contact the club officers and/or advisor if there are any discrepancies.
- **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-Friday 9:00 a.m.- 4:30 p.m. Closed on Fridays in the Summer (July-August).
 - 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.**
 - **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 (by two people) 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.
 - A club member may come directly to our office to pay for their club activity/fee. If the payment is by debit/credit card, the bank fee associated with the transaction will be charged to the club account at month end.
 - Club deposits post to the club account at the end of the work day and update daily; reports are available at our office. Club reports posted online are updated weekly and are available for review at www.deanza.edu/studentaccounts/reports/
- **Questions?:**
 - Contact Lisa Kirk, Accountant 864-8528 KirkLisa@deanza.edu or Jennifer Nguyen, Assistant 864-8442 NguyenJennifer@deanza.edu

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



DeAnza College Life Fundraiser/Money Collection Form

Please complete form prior to collecting money. Once completed, please return form to Office of College Life Front Desk.

1. Student Organization Name: _____
2. Student Organization Contact: _____
3. Contact Phone: _____ E-mail: _____
4. Description of the Fundraiser or money collection (list ALL items being sold, entry fees, donations, etc):

Please attach copy of fundraiser flyer/postcard/letter if any.

5. Date and Day of Event: _____ Location: _____
6. Start Time: _____ End Time: _____
7. Selling Price Per Unit and Number of Units: _____

Estimated:

8. Income: _____ Expenses: _____ Profit/Loss: _____

- Student Organization Officer:

Printed Name _____ *Signature* _____ *Date* _____

- Student Organization Advisor:

Printed Name _____ *Signature* _____ *Date* _____

Any student organization willfully and knowingly violating any of the DASB/ICC budget guidelines may have its funds frozen immediately. The student organization may be placed on inactive status and student(s) involved may be referred to the Student Discipline Officer.

For Office Use Only:

- College Life Specialist/Coordinator:

Printed Name _____ *Signature* _____ *Date* _____

- Student Accounts Office:

Printed Name _____ *Signature* _____ *Date* _____

Actual:

Income: _____ Expenses: _____ Profit/Loss: _____

- Student Accounts Office:

Printed Name _____ *Signature* _____ *Date* _____

CLUB RECEIPT LOG

CLUB NAME:

CLUB ACCT#:

\$ AMOUNT PAID:						
DATE	PAYOR NAME	DESCRIPTION	CASH	CHECK	PAYOR INITIAL	CLUB INITIAL
TOTAL:						

DE ANZA STUDENT ACCOUNTS

RECEIPT#:

DATE:

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.

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-F 9:00am - 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: _____