

Cash Custody Requirements

(Form 2200)

7/14/2009

The following outlines the required actions to be taken by any person handling cash, checks or credit cards on behalf of Orange County United Way and should be followed in conjunction with the IRM/LE Auditing Procedures (Form 2300).

*only exceptions include single transactions from donors (follow the Major Gifts process) and checks received onsite at events (follow process document (Form 2400)).

Cash Reconciliation Form

- **The Cash Reconciliation Form must be faxed to the following fax number on the same business day as cash pick up (preferably while the IRM/LE is still on site):**
(949) 242-2460
- **If no fax machine is available, please have ECM or other company representative call the number above and leave a voice message.**
Required information when leaving a voicemail includes: name, what company they are with, title, and contact phone number, how many envelopes they have, United Way Contact, and the total \$ amount of envelopes.

Picking up Cash

- **Please do not make any cash pick ups if you do not reasonably believe you can have the money turned into finance by 3:30pm. This means that you should not schedule cash pick ups after 2:00pm.** We also do not encourage cash pick ups on Fridays. If cash can not be turned in by 3:30pm or if cash pick up must occur on a Friday, please notify Danny Phan (x 130).

Dual Custody

- When scheduling a cash pick-up, make sure to ask the company how much cash and coin they have so you can plan appropriately if dual custody is required. **All pick ups with cash and coin in excess of \$2,000 will require you to be accompanied by another OCUW representative.**

Seal Your Envelope

- **All envelopes must be sealed at the off-site location.** This will ensure the accuracy of your cash deposits as well as the protection of our donor's personal information. **Please make sure to include a copy of the cash reconciliation from inside the sealed envelope.**

Turn In Your Envelope Immediately

- **Pledge envelopes must never be left on a desk or unattended in the office or in a vehicle.**
- **Envelopes with cash/check or credit card data must be turned in the same day as pick up.**

I have read and understood the cash custody policies outlined above and agree to adhere to all procedures.

Print Name _____

Signature _____ Date _____