

Fundraiser Money-Handling Policy Template

Organization: _____

Fundraiser Name: _____

Dates: _____

Policy Owner (Treasurer/Chair): _____

Version: v1.0 • Last Updated: _____

1) Quick-Start Policy (1-Page)

Purpose

Keep every fundraiser dollar secure, accurate, and transparent—with simple steps any group can follow.

Scope

Applies to all volunteers, staff, and participants handling money for this fundraiser (cash, checks, digital payments).

Accepted Payments

-  Digital payments (preferred): Online store, PayPal/Venmo (org/business), school-approved apps
-  Checks: Payable to _____
-  Cash: Only at approved events or in sealed collection envelopes

Key Rules

- Two adults must verify and sign off on all counts.
- Deposits must be made within 24–48 hours of collection.
-  Students do not handle cash/checks. 
- Use pre-labeled envelopes and Money Collection Logs for every handoff.
- Keep funds secured (locked cash box/safe) and never in backpacks, cars, or classrooms overnight.
- Reconcile totals against orders/digital reports; report variances immediately.

Roles

- Coordinator/Chair: Oversees process, audits, and reporting.
- Treasurer: Maintains logs, deposits, bank reconciliation.
- Counters (2 adults): Verify counts, complete and sign forms.

- Event Lead(s): Manage cash box, rotate handlers, enable digital pay options.

Deposits

- Deposit to Account Name/Number: _____
- Bank/Platform: _____

Recordkeeping

- Keep logs, count sheets, deposit slips, and digital reports for 7 years (or per district policy).

Acknowledgment

All volunteers handling money must sign the Policy Acknowledgment before the fundraiser starts.

2) Full Policy

2.1 Purpose & Principles

We protect every dollar with clear procedures: two-person verification, timely deposits, transparent records, and digital-first payments.

2.2 Roles & Responsibilities

- Coordinator/Chair: Publishes policy, trains volunteers, ensures compliance, conducts post-audit.
- Treasurer: Controls receipt books/logs, deposits, bank reconciliation, monthly reporting.
- Counters (two unrelated adults): Count, log, sign, seal deposits.
- Event Lead: Controls cash box, issues starter cash, rotates handlers, posts QR codes, closes out.
- Participants/Parents: Use labeled envelopes; parents submit funds—students do not handle money.

2.3 Accepted Payment Methods

- Digital (Preferred): Midland online store, PayPal/Venmo business, school-approved platforms.
- Approved links/QRs: _____ (no personal accounts). Finance will disable any other links.
- Checks: Payable to _____. Write participant name/teacher/team in memo.
- Cash: Only in sealed, labeled envelopes or event cash box.

2.4 Collection Procedures (Daily)

1. Distribute pre-labeled Collection Envelopes + Instructions.
2. Parent completes envelope + signs; returns with funds.
3. Two adults open, count together, complete Money Collection Log, both sign.
4. Place funds + copy of log in a tamper-evident/deposit bag; secure until deposit.
5. Deposit within 24–48 hours (same day when possible). Attach bank receipt to log.

2.5 Event Cash Handling

- Use locked cash box, limited access; record starter cash.
- Rotate handlers every 60–90 minutes.
- Prefer QR codes and card/digital payments.
- Close-out: count with two adults; complete Event Cash Count Sheet; remove and log starter cash; bag and seal deposit.

2.6 Digital Payments

- Publish official links/QRs only (no personal accounts).
- Pull daily reports; reconcile to orders and logs.
- Treasurer downloads CSV/PDF summaries and stores centrally.

2.7 Deposits & Reconciliation

- Deposit within 24–48 hours; keep deposit slip copies.
- Treasurer reconciles bank statements to logs + digital reports weekly during the drive and within 7 days after it ends.
- Variances > \$10 require an Incident Report and alert to Chair/Principal.

2.8 Reporting & Retention

- Issue a Final Treasurer Report: totals by source (cash/check/digital), expenses, net profit.
- Retain all records for 7 years (or per district/booster bylaws).

2.9 Compliance & Insurance

- Follow school/booster financial bylaws.
- Consider bonding/insurance for treasurer/handlers.
- Prohibit student handling of funds.

3) Forms & Logs (Printables)

Tip: Keep these as individual pages for easy printing. Number each page when used.

3.1 Money Collection Log (Daily/Envelope Batches)

Date: ____ / ____ / ____

Collector(s): _____ & _____

Fundraiser: _____ Location/Class: _____

Envelope #	Participant Name	Cash (\$)	Checks (#/\$)	Digital Ref	Total (\$)	Counters' Initials
001						
002						
003						
004						
005						

Subtotal Cash: \$_____ Subtotal Checks: \$_____ Digital (if verified): \$_____

Grand Total: \$_____

I certify the total above and that two adults counted the funds together.

Counter #1 (Print/Sign): _____

Counter #2 (Print/Sign): _____

3.2 Envelope Tracking Sheet

Envelope #	Participant	Parent Signature	Amount Declared	Amount Counted	Variance	Resolved (Y/N)
001						
002						
003						

*Parent signature is required on the physical envelope and the tracking sheet.

3.3 Event Cash Count Sheet (Close-Out)

Event: _____ Date: ____ / ____ / ____

Starter Cash Issued: \$_____ Issued by: _____

End-of-Event Count (two adults):

Denomination	Qty	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$1		
Coins		

Total Cash: \$_____ Checks: \$_____ Digital (per report): \$_____

Less Starter Cash Returned: \$_____

Deposit Amount (Cash+Checks): \$_____

Counter #1 (Sign): _____ Counter #2 (Sign): _____

Attach Z-reports/digital reports and deposit slip.

3.4 Deposit Slip Cover (to attach to bank receipt)

Date: ____ / ____ / ____ Depositor: _____

Bank/Platform: _____ Acct #: _____

Source	Amount (\$)
Cash	
Checks	
Digital Transfer (ref #)	

Total Deposit: \$_____

Signature (Treasurer): _____ Attached: ☐ Bank Receipt ☐ Log(s)

3.5 Digital Payment Reconciliation Log

Platform: ☐ Midland Online Store ☐ PayPal ☐ Venmo Business ☐ Other: _____

Period: From //____ to //____

Date	Gross (\$)	Fees (\$)	Net (\$)	Report File Name	Reconciled to Orders (Y/N)	Initials

3.6 Incident Report (Loss/Variance)

Date/Time: _____ Location: _____

Reported by: _____ Role: _____

Description (who/what/when): _____

Amount Involved: \$_____ Steps Taken: _____

Notified: ☐ Chair ☐ Principal/Admin ☐ Treasurer ☐ Other: _____

Follow-Up/Resolution: _____

Sign: _____

☐ Final resolution communicated to families if totals change.

3.7 Volunteer Acknowledgment & Sign-Off

I have read and agree to follow the Fundraiser Money-Handling Policy. I understand that two-person verification, timely deposits, and accurate logs are required.

Name (Print): _____ Role: _____

Signature: _____ Date: ____ / ____ / ____

Phone/Email: _____

4) Training Checklist (Kickoff)

- ☐ Policy distributed to all handlers
- ☐ Roles assigned (Chair, Treasurer, Counters, Event Leads)

- ☐ Envelopes/logs printed and numbered
 - ☐ Digital payment links/QR codes tested
 - ☐ Bank deposit schedule set (24–48 hr)
 - ☐ Secure storage identified (safe/lockbox)
 - ☐ Reporting cadence set (weekly during drive; final report due within 7 days)
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5) Post-Fundraiser Audit (Coordinator + Treasurer)

- ☐ All logs present and signed by two counters
- ☐ Bank receipts match deposit covers
- ☐ Digital reports saved and reconciled
- ☐ Variances documented with Incident Reports
- ☐ Final Treasurer Report delivered to leadership/booster/school
- ☐ Records archived (7 years)

Add-On: Midland Online Store (Best Practice)

Use Midland's free online store to eliminate cash handling entirely and get clean, exportable reports. It's safer, faster, and parent-approved.
