



Las Positas College Student Life Money Handling Checklist and Acknowledgment

Student Life Entity Name: _____

Date of the event: _____

Given the risky nature of money, strong controls are required in order to protect money handlers and safeguard the funds in their possession. Proper money handling procedures can help assure that this is accomplished. All money collected must be accounted for accurately, deposited timely, and recorded appropriately with the Las Positas College Administrative Services Office.

The below checklist is designed to help ensure adequate controls are in place to protect money handlers and safeguard any funds received during an event. This checklist will also help align your entity with the Administrative Services Office [Deposits: Collecting of Money for Dues, Fundraisers, and More](#) guidelines.

***Note:** When accepting money for ASB activities, club dues, fundraisers, etc., please **DO NOT accept payment by Venmo, Paypal, Cash App, or similar sites and applications.** Payments should be collected in the form of cash or check only. Checks must be made out to "Las Positas College."

To ensure full compliance, the optimal answer to each of the checklist below should be "Yes." If an answer is "No," please contact the Program Coordinator of Student Life and Leadership or entity advisor to assist in providing guidance on ensuring that money is adequately safeguarded within your area of responsibility.

Frequent reconciliations, reviews, and continuous management should be conducted to ensure that money and inventory controls operate effectively.

Complete a checklist for each event and submit it with the Student Life Office's Entity Fundraising Money Collection Form.

Thank you for ensuring your money handlers' ability and the safe management of the fund in their possession.

CHECKLIST		YES	NO	NOTES
PRIOR TO THE DAY OF THE EVENT, ensure that				
1.	You have assigned the money handling responsibilities to a person(s) who understands the basic money handling requirements and is available for handling money for this event (preferably an employee).			
2.	The person(s) responsible for handling money during the event has read and signed the Entity Money Handling Acknowledgement Form.			
3.	If possible, there is dual accountability for money whereby a witness is present to observe the money handler perform essential cash functions like counting, recording, reconciling, and depositing the funds.			
DAY OF EVENT, PRIOR TO COLLECTING MONEY, ensure that				
4.	A blank daily cash log has been given to the money handler to track/reconcile fund intake for this event. When possible, a sequentially numbered receipt book (preferably bound and with carbon copies) is recommended to record all transactions during the event.			
5.	A lockable cash bag/box or sealable tamper-proof bank bag is given to the cash handler for safeguarding and depositing collected money. (Regular or interoffice envelopes are NOT tamper-proof).			
6.	The money handler(s) has received and verified the amount of change fund in possession.			
7.	Change fund is removed from a lockable/sealable bag and placed into a lockable cash box (or till that is secured and kept away from visibility). You may request to borrow a lockbox from the Student Life Office if needed.			
8.	The money handler(s) has recorded their name, date, title of the event, change fund amount, beginning receipt/ticket number, and any supplementary beginning information required on the daily cash log.			



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I _____ (Student W# _____) certify that I have received the Las Positas College Student Life Entity Money Handling Checklist and Acknowledgement and understand how to handle and ensure that money is appropriately safeguarded during this event. I understand that I must comply with the requirements of this checklist to ensure that money is protected at all times during this event.

I understand that failure to comply with the checklist requirements (related to the money handling responsibilities during the event) is cause for disciplinary action. I also understand that I must communicate my inability to comply with any of the checklist requirements to the Program Coordinator of Student Life and Leadership or the Student Life entity advisor prior to accepting the money handling responsibilities for this event.

- I acknowledge that any LPC Student Life entity willfully and knowingly violating any LPC Student Life Policies and Procedures or budget guidelines may have its funds frozen immediately. The entity may also be placed on inactive status, and student(s) involved may be referred to the Student Discipline Officer.
- I verify that I have read and will observe the Las Positas College Administrative Services Office [Deposits: Collecting Money for Dues, Fundraisers, and More](#) and the Student Life Policies and Procedures Handbook guidelines for fundraising.
- I will help ensure that the following items are completed and submitted to the Program Coordinator of Student Life and Leadership no more than ten (10) business days after the fundraising event.
 1. A completed Las Positas College Student Life Money Handling Checklist and Acknowledgment form for each money handler for the event.
 2. A completed Student Life Fundraising Money Disposition Form.
 3. A copy(s) of an event flyers/social media posts/website posts/event signage clearing specifying the dates, times, and the reason for the fundraiser.
 4. A copy of all submission and deposit slips received from the Administrative Services Office.
 5. A completed Disbursement Request Form(s) with the required supporting documentation for expenses related to the fundraising event.

I hereby acknowledge that I have read this certification and the money handling checklist and agree to comply with the requirements.

Money Handler's Signature

Date