

VERMILION CASH HANDLING PROCESS

The ASC Treasurer is responsible for supplying \$200 of change (2 - \$20; 10 - \$10; 4 - \$5; 20 - \$1); 30 sealable bank deposit bags, 2 bank deposit books, 2 check endorsement stamps, and coin rolls (10 quarters; 5 each dimes, nickels, pennies).

The Vermilion Chair is responsible to make sure that the Treasurer works with a partner for collecting and depositing the money and that two-member teams are manning both Merchandise and Registration. One member of each of the two-member teams must have at least 1 year clean.

Registration will need:

12 Deposit Bags 1 Deposit Book 1 Endorsement Stamp
\$100 of change (1 - \$20; 5 - \$10; 2 - \$5; 10 - \$1)

Merchandise will need:

\$100 of change (1 - \$20; 5 - \$10; 2 - \$5; 10 - \$1)
18 Deposit Bags: 2 for Pop; 8 for Merchandise; 3 for Raffle; 1 for Auction; 4 extra
1 Deposit Book; 1 Endorsement Stamp

Pick up schedule:

Friday	Saturday	Sunday
4:00	12:00	12:00
6:00	4:00	
8:00	11:00	
10:00		

Bank Drop off schedule: Saturday Morning and Sunday Afternoon

All checks are made payable to NLANA (NOT Vermilion).

15 minutes prior to each pick-up, the teams on duty will shut down to count the money on hand.

1. Count out \$100 of change and return to the cash box.
2. Make sure that all checks are stamped with the deposit stamp.
3. Sort cash by denomination and turn in the same direction.
4. Count the checks, cash and coin and enter in the \$\$ amount in the designated spaces on the tear off slip of the deposit bag, the front of the deposit bag and on the deposit slip.
5. Enter the bank routing number and account number on the front of the deposit bag.
6. On the deposit slip identify what the deposit is for (Registration, Merchandise, Auction, etc.).
7. Write the deposit bag number on the deposit slip.
8. Both members of the team initial the deposit slip.
9. Place the original copy of the deposit slip, the checks, cash and coin inside the deposit bag.
10. Remove the tear off slip and staple to the 2nd copy of the deposit slip.
11. The Treasurer will write out a receipt with the date, time, amount, deposit bag number and a description (Merchandise, Registration, Auction, etc.) and give it to the team.
12. The team gives the treasurer the sealed deposit bag and the second copy of the deposit slip with the deposit bag tear off slip attached.
13. The team staples the receipt to the 3rd copy of the deposit slip which remains in the deposit book.
14. The Treasurer staples the Team's deposit slip to the 2nd copy of the receipt in the Treasurer's receipt book.

VERMILION CASH HANDLING PROCESS (Continued)

The Treasurer will inconspicuously (in other words, don't advertise where the money is stored) secure the collected Deposit Bags in a locked box (a locked glove compartment will work) in a locked vehicle.

On Saturday morning (no later than 10:00) the treasurer and a partner will deliver the deposit bags to the USBank branch office in Virginia and put the bags in the night depository. It will take about an hour and a half to make the round trip. The treasurer must be back in time for the 12:00 Saturday pickup.

USBank

230 1st St S # 100

Virginia, MN 55792-2673

Directions from Cook:

Follow US-53 South

Turn left at 9th St N/MN-135 and follow for 1.1 mi

9th St will bend to the right and become N 2nd Avenue

Continue on N 2nd Avenue .7 mi

Turn right at 1st St S

The Treasurer and a partner will make another drop at the bank in Virginia Sunday on the way home.

The Registration Chair will prepare a registration report listing the count in each registration category and attach it to a check request form for the Treasurer to make payment to the camp. The camp should be paid no later than 10 days after the event.

The Treasurer will prepare a financial report for the committee detailing all income and expenses.