

Cash Handling Policy

When collecting money for any reason, the following policies apply:

- 1) **Checks need to be made payable to “George Mason University.”** If you want, you can list the name of your RSO in the memo line.
- 2) Cash and check receipts should be recorded using a cash register or log. Checks should be restrictively endorsed upon receipt. Turn the check over and write on the back: “For Deposit Only, GMU Org 610xxx”. (Replace the x’s with the last three digits of your RSO account number.)
- 3) A receipt must be given to each person who pays money. Receipt books are available to borrow from the Student Involvement office. Receipt books must be returned within a week after the collection of money has taken place.
- 4) All monies collected should be properly safeguarded between the time of collection and deposit. Cash amounts greater than \$500 should be deposited the following business day. Lesser amounts must be deposited within the week.
- 5) All money collected must be deposited and expended through a university account. Money should never be deposited into a personal and/or off-campus bank account. If we find this happening, your RSO or individual members will be referred to Student Conduct. (Exception: RSOs with national or international affiliates that require their chapters to maintain outside bank accounts for tax purposes may do so.)
- 6) RSOs may not use third party processors (i.e., PayPal, Eventbrite, Venmo) to collect money.
- 7) When money is collected at events, such as dances or parties, cash handling and wristband procedures must be followed.

Cash Handling Procedure

I. PURPOSE

The purpose of these guidelines is to clarify the procedures for all student run events where some or all of the following apply:

- Cash is collected as an entrance fee or as a donation for the Student Organization
- Cash is collected for donation to an outside organization
- Use of wristbands is required for the event to control venue capacity

II. CASH HANDLING PROCEDURES

When an event is scheduled through Events Management, Registered Student Organizations (RSOs) must communicate if this is an event where cash will be exchanging hands. Events Management will notify Student Involvement of all student events with cash collection scheduled to occur. For all late night events and major events, a Student Involvement representative will be assigned to the event. (Student Involvement reserves the right to determine if an event other than those in the categories stated above need to have a Student Involvement representative present.)

For events that occur on the Arlington campus, RSOs should contact the Director of University Life directly to determine procedures for that specific campus. For events that occur on the Prince William campus, RSOs should contact the Assistant Dean for University Life directly to determine procedures for that specific campus.

One member of a RSO must be designated to be the responsible person to work alongside a representative of Student Involvement from the initial point where cash begins to be exchanged. This individual RSO representative will remain in this role until the cash collected is deposited.

A. The Following Steps MUST be Followed for Proper Cash Handling:

1. 30 minutes prior to the start of the event, the Student Involvement staff member and the designated RSO representative will each count the starting cash and fill out the Cash Handling and Wristband Form and sign it.
2. All cash on hand will be counted at the end of the event to determine the total amount of revenue that needs to be deposited. This information will be written on the Cash Handling and Wristband form and signed again by both the RSO representative and the staff member of Student Involvement.
3. All monies should be placed in a deposit bag provided by the Student Involvement representative.

B. Money for deposit to an on campus account:

1. All monies collected should be deposited into the RSO's on campus account.
2. For events that take place during normal business hours, the RSO representative should be accompanied by a member of the campus police to the Cashier's office where the deposit can be made.
3. For events that take place outside the hours of 9am-5pm, Monday – Friday, after the cash handling form is filled out and signed, the RSO representative will ask one of the Police officers to accompany him/her to the Student Involvement office where the deposit bag will be slid through the cash drop slot located on the Office Manager's door (The HUB 2334) until the next business day when it can be picked up by the RSO representative and deposited at the Cashier's office.

4. Fraternities and Sororities who collect cash during normal business hours, may make the deposit into their off campus account. For events outside of normal business hours, they may pick up their deposit the next business day from the Student Involvement office.
5. For events that collect monies for the purpose of donation to an outside organization, all cash should be taken to a bank and the RSO representative should obtain either a money order or cashier's check made payable to the organization they are donating it to. A copy of the money order or cashier's receipt will serve as the record of the donation, and will ensure proper handling of the donated money by the outside organization. All checks should be made payable to the organization and a receipt should be created for the Student Organizations records to document the total amount of donations in checks given to the outside organization.
6. For Student Organizations that collect monies at kiosks, or smaller events where a Student Involvement representative is not present, all monies must be deposited into the on campus account immediately at the end of the event, or the next business day if the Cashier's office is closed. In the event of monies collected for donations, please see above. For organizations who have been permitted to have off campus accounts, monies should be deposited in the same time frame as listed above and monies to cover all costs that will be coming from the on campus account must be deposited into the on campus account to ensure funding is available.

III. WRISTBAND PROCEDURES

A Student Involvement representative will be scheduled for all RSO sponsored events where wristbands are required. One RSO member must be designated to be the responsible person to work alongside the Student Involvement representative from the initial point when wristbands are to be given out and remain in this role until the final wristband is distributed.

1. The amount of wristbands will be compliant with the maximum occupancy numbers for the venue (occupancy numbers can be found at studentcenters.gmu.edu). For example, if an organization reserves half of Dewberry, then they will be given wristbands for maximum capacity for that portion of the venue and are responsible for securing police for that maximum capacity number of attendees. Estimations on attendees will no longer be accepted. Note: Maximum capacity numbers are adjusted base on event type and setup.
2. Once wristbands are distributed and the maximum number of attendees has been reached, no one else is allowed to enter the event. Special cases will be addressed where events dictate a different practice.
3. When the last person has either paid to attend and/or been provided his/her wristband, the RSO designee and the Student Involvement representative will count all remaining wristbands and document the final number of attendees on the Cash Handling and Wristband form.
4. **UNDER NO CIRCUMSTANCES SHOULD ADDITIONAL WRISTBANDS BE GIVEN OUT BEYOND THOSE PROVIDED BY EVENT'S MANAGEMENT FOR THE PARTICULAR EVENT.**