

Peaceful Valley Donkey Rescue

SPECIAL EVENT CASH HANDLING POLICY

- All special event teams must contain a minimum of two PVDR staff or volunteers.
- The event team leader will be given the change bag containing the following
 - (20) \$1.00 bills
 - (10) \$5.00 bills
 - (5) \$10.00 billsTotal Change: \$120.00
- An accurate inventory will be maintained throughout the course of the event. At the conclusion an accounting will be made of items sold and written on the inventory sheet under the heading "Total Sales".
- All cash and check donations will be counted with the two PVDR representatives present.
- Any money exceeding the sales figure will be listed on the inventory as "total donations".
- BOTH PVDR team members must sign the inventory sheet acknowledging that the figures are accurate.
- The cash/check will be wrapped in the inventory sheet and placed in the cash bag and kept in the "Giveaway Item" tote and locked in the event trailer.
- Upon return to PVDR, the cash bag will be given to the CFO and all counts verified and initialed. The above change bills will be placed in the cash bag and made ready for the next event. When not in use, the cash bag will be secured in the CFO's locked file cabinet behind a locked office door.

Approved by PVDR Trustees via telephone conference, January 25, 2015.

10 yays, 0 nays

ORIGINAL ON FILE PVDR OFFICE

Michele Halfmann
Corporate Secretary

Date

Peaceful Valley Donkey Rescue

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