

Cash Donation Processing Procedure - 2016

Coordinators will still be able to go to 5/3 Bank, but instead of receiving a check in return for cash, they will actually deposit it in the State CCC account and receive a receipt to include in the campaign envelope.

Here's how it will work:

1. Collect all currency and coins
2. Complete a pre-printed deposit slip (provided by the CCO). Please let your campaign liaison know if you need a deposit slip and he or she will deliver one to you.
 - A. Tally the currency and coins and write totals for each on deposit slip.
 1. You can use the attached cash tracking form to help add up your cash.
 2. Any coins that can be rolled, should be. For example, \$10 in quarters should be rolled. \$2.50 in quarters does not need to be.
 - B. Add currency and coin amounts. Write total on the deposit slip.
 - C. Date the deposit slip
3. Bring the deposit slip and deposit to any 5/3 Bank with a copy of the attached letter from United Way (this is because the United Way maintains the State's CCC account until those funds are transferred to the designated charities). You may go to the regular or business teller at the bank for this transaction.
4. Accept the receipt for the deposit and include it, along with the yellow copy of the deposit slip, in the special events envelope in your campaign envelope.
5. In the notes section on the front of your campaign envelope, please note that there is a deposit slip and what it's for.

Ex. 1) Deposit Slip – Special Event

Ex. 2) Deposit Slip – Special Event/Donations

IMPORTANT NOTES:

1. The cash amount you list on the front of the campaign envelope should match the deposit receipt from the bank that you have inside envelope plus any additional cash included in your envelope.
2. Only one deposit slip can be included in each envelope (please use additional envelopes if needed). You need to have the yellow deposit slip copy and the receipt from the bank.
3. Be sure to track special event cash on the special events form.
4. One-time donations should be tracked on the donor's pledge form.
5. Once you've deposited the money in the bank, you cannot ask for cash back.
6. We suggest using the deposit slip for amounts greater than \$25.

If you have questions about this process please contact your campaign liaison. They are available to work with you.