



CALIFORNIA STATE UNIVERSITY, STANISLAUS
Risk Assessment
Handling Money at Events

Name of Department or Student Organization: _____ Date: _____

Event Name: _____ Event Date: _____

Activities being assessed: (Ex: site storage, collection of case, banking of cash, etc.)

Issue/ Factor	Response
Is the use of cash essential?	
Is money collected at a secure location? Describe location.	
Are the people handling cash closely supervised? By whom?	
Is money counted at the site of collection?	
Are money and checks counted and signed by two people?	
How will the counting be documented? (ie. printing calculator)	
Is more than \$500 in cash involved? (Special requirements will apply)	
Describe how money will be secured on site. (ie., cash box, locked box)	
Are check restrictively endorsed upon receipt? (ie., "for deposit only")	
When will cash be deposited at Cashiers? Transfer form to use to make deposit can be located here: http://www.documents.dgs.ca.gov/osp/pdf/std440.pdf	
Does the person handling the money know what to do if they are attacked or threatened?	
Have students or employees received training or instruction on the procedure to follow?	

Advisor/ Director signature Acknowledging Risk Assessment:		
Signature	Typed Name	Date

For SRM Use Only

Overall Assessment of Risk			
With current controls in place	High	Medium	Low
With ADDITIONAL control measures in place	High	Medium	Low

Summary of actions to be taken:	Action/s to be taken by whom?	Action/s to be taken by what date?