



Associated Students, Inc.

10 Tips for Handling Money

1. Change Fund

Depending on the size of the event, \$100 or \$200 worth of change will generally be enough. As a rule of thumb, for a larger event, it is a good idea to start with 10% of the amount you expect to come in the door.

2. Set Up One Cashpoint

For any event, take cash at one place only. All transactions should be held at the same spot, and all cash should be going into the same cash box.

3. It Takes Two

Do not allow one person to have complete control over cash transactions. Make sure two people are involved in any cash handling transactions, whenever possible.

4. Cash box

Always keep all money in a cash box or money bag. Never leave money unattended on table/ counter.

5. Accountability

Make sure all colleagues are accountable/ trustworthy around cash box if someone other than the treasurer is dealing with cash.

6. No Outside Payment Methods

Do not accept any outside payments using apps such as: Venmo, Paypal, Square Cash or similar payment systems. It is against CSU Policy to give bank account information.

7. Dealing with Angry Customers

Stay calm, apologize and offer a solution. If the situation escalates, know when to get help and ask for back up or an advisor.

8. Implement Counterfeit Prevention

Invest in a counterfeit pen for bills larger than \$20 and be actively look for counterfeits.

9. Keep Records

Each person who is handling money should keep record of all cash received. Record how much money you had at the start and always count and record money at the end of the event.

10. Make Deposits Immediately

Never let cash sit for a few days. All money should be deposited as soon as possible. If you are unable to make a deposit, place all cash in a secure location. *Refer to Deposit Checklist form.*