

**ABATE OF OHIO, INC.**

**CASH HANDOFF**

**CASH HANDOFF:**

Region \_\_\_\_ County \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Event / Location \_\_\_\_\_  
Description \_\_\_\_\_

<b>SOURCE</b>	<b>AMOUNT</b>	<b>COMMENTS:</b>
Membership	\$	
Product Sales	\$	
Gate Receipts	\$	
Donations	\$	
Auction	\$	
Raffle	\$	
Bank	\$	
Other: _____	\$	
<b>TOTAL HANDOFF</b>	\$	

Name \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_

I accept responsibility for the amount listed in TOTAL HANDOFF:

Name \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RECEIPT:**

Region \_\_\_\_ County \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Event / Location \_\_\_\_\_  
Description \_\_\_\_\_

TOTAL HANDOFF AMOUNT \$ \_\_\_\_\_.

Name \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_

I accept responsibility for the amount listed in TOTAL HANDOFF:

Name \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_

# ABATE OF OHIO, INC.

## CASH HANDOFF

### **Characteristics:**

1. Category: Finance.
2. Established by: Policies & Procedures.
3. Purpose: To verify money count and protect those involved in a cash handoff.
4. Audience: Any person handling ABATE funds.
5. Required? Yes.

### **Cash Handoff Directions:**

1. Region – indicate region number.
2. County – indicate county name.
3. Date – of handoff in mm/dd/yy format.
4. Event / Location – name of event or location of cash handoff.
5. Description – any additional information to identify or describe the cash handoff.
6. Source – of the funds.
7. Amount – of the funds.
8. Comments – any additional information about the funds.
9. Total Handoff – of all amount(s) listed.
10. Name – of person passing off the funds.
11. Title – of person passing off the funds. Use “volunteer” if no office held.
12. Signature – of person passing off the funds.
13. Name – of person receiving the funds.
14. Title – of person receiving the funds. Use “volunteer” if no office held.
15. Signature – of person receiving the funds.
16. Notes – any other pertinent information about the handoff.

### **Receipt Directions:**

1. Region – from cash handoff.

2. County – from cash handoff.
3. Date – from cash handoff.
4. Event / Location – from cash handoff.
5. Description – from cash handoff.
6. Total Handoff Amount– from cash handoff.
7. Name – from cash handoff.
8. Title – from cash handoff.
9. Signature – of person passing off the funds.
10. Name – from cash handoff.
11. Title – from cash handoff.
12. Signature – of person receiving the funds.

### **Special Cases:**

1. A new cash handoff should be used and funds verified every time funds are passed to another person.
2. All documentation related to the funds must be included.

### **Handling:**

1. Cash handoff portion to remain with funds until deposited and given to appropriate level treasurer.
2. Receipt portion to remain with person passing off the funds.
3. Amount of funds to be verified and agreed upon before signing for the funds.
4. Person receiving funds is responsible until:
  - a. Deposited in bank with receipt matching Total Handoff Amount or
  - b. Funds passed to another using Cash Handoff Report.