

ABATE OF OHIO, INC.
CASH TRANSFER / RECEIPT

CASH TRANSFER:

Region ____ County _____ Date ____ / ____ / ____
 Event / Location _____
 Description _____

SOURCE	AMOUNT	COMMENTS:
Membership	\$	
Product Sales	\$	
Gate Receipts	\$	
Donations	\$	
Auction	\$	
Raffle	\$	
Bank	\$	
Other: _____	\$	
TOTAL TRANSFER	\$	

Name _____ Title _____ Signature _____

I accept responsibility for the amount listed in TOTAL TRANSFER:

Name _____ Title _____ Signature _____

Notes: _____

CASH RECEIPT:

Region ____ County _____ Date ____ / ____ / ____
 Event / Location _____
 Description _____

TOTAL RECEIPT AMOUNT \$_____.

Name _____ Title _____ Signature _____

I accept responsibility for the amount listed in TOTAL TRANSFER:

Name _____ Title _____ Signature _____

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CASH TRANSFER / RECEIPT

Characteristics:

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

Cash Transfer 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 Transfer – 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.

Cash 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 Receipt 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.
3. If used as receipt for payment, federal IRS form W-9 may also be required.

Internal Handling:

1. Cash transfer portion to remain with funds until deposited and given to appropriate level treasurer.
2. Cash 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.

External Handling:

1. Cash transfer portion to be retained by ABATE.
2. Cash receipt portion to be given to service provider.