

# 2018 DSHS CFD Cash Handling Procedures

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## Local Coordinator Duties

1. Obtain approval from your supervisor to conduct the Fundraising / Donations Activity.
2. Request an event number by sending an email to:
  - Bonnie Jacques, DSHS Campaign Leader at [bonnie.jacques@dshs.wa.gov](mailto:bonnie.jacques@dshs.wa.gov), or
  - Ron Holtcamp CFD Campaign Executive at [holtcr@dshs.wa.gov](mailto:holtcr@dshs.wa.gov)

Note the following information in your e-mail:

- a. Type of fundraiser / donation event (i.e. chili feed, food drive)
- b. Date the event ends
- c. Office name, mail stop or mailing address of the office conducting the event
- d. Primary contact person

**Note:** Be sure to request an event number *prior* to starting the event.

3. We will email you an event number. Use this number on all your paperwork for that particular event. We will also send you a preprinted envelope with a **green label** to send the proceeds from a completed fundraiser event to the DSHS Cash Unit for CFD.
4. Assign two volunteers to accept and enter all money collected on a [cash receipts log](#).
5. Collect the money and log from the volunteers at the end of any fundraiser event.
6. Place the original cash receipts log and money in a secure location.
7. Enter date, the event number, total checks amount, and total cash on the sign-in / sign-out log for the secure location.
8. If coins and/or currency were collected, convert it to a cashier's check or money order.
9. Sign-out the amount of coins and currency being taken from the secure location to the bank for conversion.

**Note:** Be sure to let the bank know that the funds are for charity, they may issue the cashier's check free of charge. If not, save your receipt and submit it, along with an A-19, for reimbursement with your fundraiser paperwork.

10. Restrictively endorse money orders and cashier's checks with "**For Deposit Only.**" Also assure that all other checks are restrictively endorsed.
11. Sign-in the amount of the endorsed Cashier's Check or Money Order being placed in a secure location.

12. Maintain a list of all volunteers assisting in the fundraising activity. Include the number and name of the event with the list of volunteers.
13. Prepare a CFD Fundraiser & Donations Report and make a copy for your records.
14. Send the original Cash Receipts Log with check(s) attached, and a copy of the Fundraiser & Donations Report in an envelope with the green **pre-printed** labels. If you do not have labels, send to:

DSHS Cash Unit-CFD  
PO Box 9501  
Olympia, WA 98507-9501

**Note:** Funds from fundraising events must be sent to the DSHS Cash Unit within **five** days of completion of the event, or receipt of the funds.  
See [DSHS 24 Hour Deposit Waiver](#).

**NEVER SEND FUNDRAISER MONEY TO ANY OTHER LOCATION!**

**Volunteer  
Duties**

1. Prior to the event or activity, review the Cash Handling procedures.
2. Two Volunteers shall collect money at the event.
  - a. Ensure checks are made payable to CFD.

**The CFD no longer accepts checks written directly to a charity. All checks received during an event must be payable to the CFD. Any contribution can be designated to a specific charity even if the check is made out to CFD.**
  - b. Restrictively endorse all checks with: **“For Deposit Only”**
  - c. Enter all money on the Cash Receipts Log.
  - d. Verify Cash receipts Log has the assigned event #.
3. After the event, two Volunteers enter the required information for each check on the Cash Receipts Log and the amount of coins and currency. Total all receipts and enter that amount at the bottom of the form. Both volunteers sign the log.
4. Copy the CFD Cash Receipts Log, and send the copy, the original Fundraiser Form, and any paper CFD pledge forms in a preprinted envelope to:

DSHS CFD Campaign Leader  
PO Box 45018 MS: 45018  
Olympia, WA 98504-45018

5. Give the original Cash Receipts Log and money to the local coordinator.