

Cash Handling for 4-H Club Members

As of 4-H club member, you may have an important job of handling money for the club. The following information is a summary of best practices for cash handling that will help you be successful and teach you important skills. Good cash handling procedures can protect members, volunteers, families while helping prevent fraud or error in the organization.

Cash handling areas of operation must be controlled

- Funds must be held safe at all times in cash registers, cash box etc.
- Cash box, cash register must be kept closed and locked when not in use.
- Complete each transaction fully before starting another.
- Receive payment and complete the sale before handing the food/merchandise to the customer.
- Count the money received so that person paying can see you count it. If change is needed, count it back from the purchase price as you give it to the person.

Cash box and register guidelines

- Money should not be changed between registers or cash box.
- When you need change, tell your supervisor.
- Do not allow customers, friends, or non-coworkers near the cash box or register.
- Keep the devices locked up when not in use and always keep them in your presence at events.

Counterfeit money

If you recognize a counterfeit bill during the course of a transaction

- Use discretion when handling the situation.
- Confiscate and segregate all counterfeit currency.
- Calmly contact your supervisor.

What to do if you find yourself in an uncomfortable situation

- Remain calm.
- Contact your supervisor

I have read, understand, and agree to operate within the procedures outlined above.

Name: _____

Date: _____