3-05/090.10 - Method of Collection

- Cash from coin receptors shall be collected and totaled daily;
- Cash from periodic donations or collections shall be totaled at the time of receipt;
- Totals shall be recorded in a permanent record at the time of collection and the record entry signed by the person making the collection (assistant fund administrator or his designee);
- Cash-on-hand shall be kept in a locked cash box; and
- The cash box, the fund check book, and all blank checks shall be kept in a locked safe or drawer.