

Cash Management

Adopted: 10/2/2025

Next Review Due: 10/2/2030

Scope

This policy is to ensure the safe handling of cash receipts. The policy is aimed at ensuring all staff and volunteers know and are confident about handling any cash received.

This policy includes :

- Notes and coins
- Checks
- Credit Card Receipts

This policy is designed to provide the internal controls needed for the protection of the Lansing Makers Network, staff, volunteers and the Board of Directors who are themselves fundamentally responsible for control of the organization's activities and funds. All cash handled by staff and volunteers, must be dealt with so as to ensure its safe custody and mitigate against loss whether through fraud, misappropriation or mistake.

This is part of the obligation of trustees and staff to ensure that all assets are used for the benefit of the organization, whether from donations or cash earned on the LMN's behalf.

Segregation of Duties

One of the principal ways that LMN can mitigate its risk of missing or misappropriated funds is through segregation of duties. This means the separation of tasks that, when combined, would result in one person processing the entirety of a transaction. LMN will endeavor to create segregation of duties wherever possible to reduce the likelihood of loss.

Square and Quickbooks Integration

The integration between Square and Quickbooks ensures that transactions are entered into the financial system and can be reconciled with bank deposits, particularly in the case of cash and checks. As such, **all** cash transactions should be processed through Square.

Importantly, in order to accurately reconcile deposits with their transactions, all non credit-card transactions must have a copy of their receipt included in the depository.

In Person Receipts

All transactions should be processed via the member management system and through Square Register to ensure they are appropriately recorded in the financial system. All funds should be secured in the cash drawer during a volunteer shift. At the beginning and end of each shift the cash drawer must be counted and the shift's receipts moved to the depository drawer while awaiting deposit in LMN's financial institution.

The depository drawer should remain locked any time the facility is open to the public. Counting of the cash drawer and reconciling of transactions to the depository should only be completed when the facility is closed and locked for the day. Staff should avoid the cash drawer being counted by the same person on consecutive days. Records shall be maintained as to who counted the cash drawer and when.

Mail Receipts

Transactions completed by mail require special attention to ensure they are recorded and deposited correctly. The mail should be collected daily by staff and opened by two designated individuals. All transactions should be entered into Square and secured in the depository with the appropriate documentation included.

Deposits

The Executive Director or their designee shall regularly (at minimum once per week) deposit any funds in the depository to LMN's credit at our financial institution. Transactions should be reconciled to the deposit in Quickbooks and the deposit receipt should be attached to the Quickbooks deposit record.