NTMA
AKRON
CHAPTER

Cash Handling Policy

To ensure financial transparency and accountability, the following policy outlines the procedures for handling cash collected during Akron NTMA events:

1. **Dual Verification**
   All cash collected at an event must be counted and verified by at least two individuals. This includes the lead staff person (or designated event lead) and a board member or committee member on the day of collection.

2. **Secure Transfer**
   Once verified, the cash will be securely transported by the Chapter Executive (or designated lead) for processing.

3. **Reimbursement and Tracking**

   - The Chapter Executive will reimburse the chapter by issuing a personal check equal to the total cash collected.

   - An invoice will be created in QuickBooks Online (QBO) to accurately record the transaction and maintain clear financial records.

   - This process will be completed within **7 days** of the event date.

4. **Documentation**

   - A brief reconciliation form or log will be completed at each event to note the amount collected, who verified it, and the date of transfer.

   - This documentation will be stored on the Google Drive.

Reviewed and Adopted by the Akron NTMA Board of Directors: August 26, 2025.