AS Cash Handling-KCSB Donations

Describe the process	Step or Activity Include **who does it** & **when** this step occurs

Include:
• Purpose: Why do you do this?
• Policies & practices (e.g., standard or UC required accounting, cash handling, human resource, etc. practices)
Specific goals should this process meet?
 	
Sample:
 	
KCSB holds an **annual on-air fund** drive for XXX week(s) in INSERT MONTH.   The drive is an opportunity to raise needed funds [DESCRIBE ---what The drive provides ___ % of ____budget, providing for DESCRIBE.] In addition it is an important opportunity to receive feedback from listeners, give out KCSB-themed or programming themed gifts and issue on-air acknowledgements.
 	
It takes approximately ___ people to successfully run the pledge drive. In addition to staff, the TED's TITLE trains about XXX new volunteers each year with about XXX volunteers returning in subsequent years. Volunteers range from students to DESCRIBE.
	Year-Round or during annual on-air fund drive, staff, volunteers or donor (if online):
	1. Enter donor/prospective donor info into database
	    a. date
	    b. name
	    c. address
	    d. show interests
	2. If donor pays:
	    a. enter payment info (credit card, paypal (online only), network for good, cash, checks)
	    b. Premium? Y/N. If yes: process
	3. If donor pledges, KCSB Development Coordinator:
	    a. Mails invoice within 24 hours with return envelope to special P.O. box
	4. Misc. music sales (throughout the year), KCSB Development Coordinator:
	    a. Issues ledger receipts
	    b. For planned music sales, see event ticket seller process
	When cash or checks come in, TED:
	5. Ring in (separate button for cash and checks)
	6. Issue receipt immediately
	7. Put into locked drawer until time to take to AS Admin
	For Credit Card Transactions, Staff or volunteer:
	 enters number into POS terminal (fund drive phone bank has a POS terminal)
	8. Do not write down credit card number
	9. Place Merchant copy of invoice (provided by POS terminal) outside envelope
	10. Give or mail customer copy of invoice (provided by POS terminal) (envelopes are ready to go)
	If a gift was ordered:
	11. Retrieve gift if on hand and mail
	Every morning of fund drive, TED TITLE:
	12. Prepares a Daily Tape Batch Report
	13. Assembles merchant copies & cross checks
	14. Reconciles "trouble" items
	As subsequent donations arrive, TED's TITLE:
	15. Photocopies all checks twice and files under lock and key
	16. Receives reports PayPal & Network for Good
	17. Check against database, and update pledges as paid
	18. Follows procedure for Every Morning of fund drive (above) **when total amount collected exceeds $500**
	19. Stamp received
	20. Mail receipts for cash & checks
	21. Mail gifts
	22. When Batch Report, checks, cash come to Administration, AP/AR coordinator
	23. Verifies deposit & prepares deposit paperwork
	24. Takes down to cashiers office

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	For donations over $250 (less value of premium received) 25. Send donation letter with tax i.d. number

Who's Responsible for This Process:
Marisela Marquez, Executive Director

What Overall Organizational Goals Does This Process Support?

Measures?

Notes: