

Funds Collection Reference

Before the Event:

- Select at least one Clan Officer and one Official Member to collect cash.

At the Event:

- Cash will be collected and stored immediately in the access-restricted designated lockable container.
- The container will remain locked when there is no transaction taking place and must never be left unattended. At least one cash handler or supervising officer will need to maintain physical control of it at all times.
- At the end of day, each day of the event, the designated cash handlers will separately tally the amount in the container which will then be verified by the Ver'alor or the highest ranking attending officer.
- All designated cash handlers and the attending officer will be present for each tallying and verification of the amount.
All information should be filled out on the [Cash Handler and Tally Sheet](#).
- If change needs to be made, then any amount that is removed will need to be counted, verified and recorded on the [Tally Sheet](#). Any cash replaced should also be recorded with said denominations, counting, and verification on the Change Log sheet.
- In the case of multi-day events, up to \$250 may be reserved for making change, but must be accounted for in the opening and closing tallies for the day and in the final tally at the end of the event.

If there is too much cash in the cash box and some must be removed to be stored in a secondary cash box:

The same policies and procedures of the original lockable container still apply.

- If a secondary container is used, remember to include that amount on the Cash Handler and Tally Sheet for the final daily total.
- At the end of each day, a copy of the Cash Handler and Tally Sheet will need to be sent to exchequer@mandalorianmercs.com. A clear, legible picture of the documents will suffice.
- At the close of the event, a copy of a final verified and signed total should be sent to exchequer@mandalorianmercs.com. Once again, a clear, legible picture of the documents will suffice..
- If any discrepancies occur in the tallies or totals of funds raised at an event, the Regional Ver'sol and Exchequer should be notified immediately and the cash container will be locked until further instruction.

Additional Information

Cash Depositing Procedure:

- Cash will be deposited by designated cash handlers immediately after the end of the activity in the appropriately designated bank account. Deposits must be made no later than the next business day, but ideally will occur as the day's event is over, on that day.
- Cash deposits will be made at the previously identified deposit locations at the end of the event by a designated cash handler.
- If a deposit ATM has a cash deposit limit, both designated cash handlers will make deposits until the amount is fully deposited.
- A copy of the deposit slip for every deposit will be emailed to exchequer@mandalorianmercs.com
- Physical deposit slips will be filed and kept for 12 calendar months by Vera'lor, Regional Ver'sol or Exchequer.

Or

If for some reason cash cannot be deposited near the activity immediately, then the cash handler may travel with the funds only if they can meet certain conditions.

- The cash should be counted, verified and tallied on the sheet both before and immediately after travel, before funds are deposited.
- The funds must be in a locked container and under the physical control of the cash handler at all times. This means that the container must be on their person or in their direct line of sight, and not checked or stowed away from the designated cash handler.
- If traveling by commercial means (airline, train or bus) then all of their procedures for cash declaration must be followed. It is the designated cash handler's job to understand those procedures before travel, and adhere to them during travel.

If there are fewer than four official members present at an activity:

- One designated member will be in charge of cash handling while another will act as the designated supervisor.
- The manner of tallying and depositing will follow procedure with only the number of people counting and verifying the totals differing.

****Any event with fewer than two official members will not be permitted to raise and handle cash by our own members. There MUST be at least two official members present in order to follow our cash handling verification and depositing procedure. ****

Check Handling:

- Only valid checks will be accepted.

- In the US, in order for a check to be valid it must be made out to “Mando Mercs Costume Club”, the legal line and box should be legible and clear, checks should be endorsed “Mando Mercs Costume Club For Deposit Only”

Or

- Outside of the US, in order for a check to be valid and accepted the clan must be a legal entity within their home country with a clan bank account. The check must be made out to the legal name on the clan’s bank account / MMCC, the legal line and box should be legible and clear, checks should be endorsed to the legal name on the clan’s bank account.

These checks will be tallied and verified following the same procedures as cash handling and cash depositing. Each check will be tallied on the tally sheet separately under the check number. These amounts will be added to the grand total at the end of day. The only exception for depositing a check will be if there is a date restriction. In which case, the check will be deposited the business day specified on the date restriction.

Payment Card Transactions:

- Can only be processed through an MMCC-approved processor.
- Otherwise they are considered the same as cash and should be handled the same according to this policy.

Credit/Debit Card Sales/Donations:

- All transactions must be done through the MMCC member market using SQUARE (chip reader or app) or another service approved by the Exchequer ONLY.
- Donations to LWI can be made directly through the MMCC website or to the LWI Paypal address (lwi@mandalorianmercs.org).

Wire Transfers:

For any wire transfer, the Exchequer must be notified prior to the transfer. Once sent, these funds cannot be recalled. If there is an error in the information provided in the sending, the funds will be lost. Please see the Cash Handling Procedure for more information.