



MANDO MERC'S COSTUME CLUB

A NORTH CAROLINA NONPROFIT

CASH HANDLING POLICY

Section 1. Overview

The establishment of strong internal controls for cash collection is necessary to prevent mishandling of funds and to safeguard against loss. In addition, strong internal controls are also designed to protect directors, officers, and members from allegations of mishandling club funds by defining their responsibilities in the cash handling process.

For the purpose of this policy cash handling includes, but is not limited to coin, currency, checks, money orders, credit cards, account receivable charges, electronic funds transfers, cryptocurrency, and all cash equivalents that are to be deposited into an MMCC account.

Section 2. Purpose

This policy was created to ensure control and safekeeping of the Mando Mercs Costume Club (MMCC) assets and to outline the acceptable handling and use of currency within the MMCC. These rules are in place to protect the directors, officers, members, and the MMCC in general from any allegations of mishandled funds that are to be deposited into an MMCC account.

Section 3. Scope

This policy applies to all directors, officers, and official members of the MMCC. Unofficial members are not allowed to be cash handlers or witnesses to the tallying of club funds, as they are not under the protection of the bylaws. The responsibilities of cash handling for the non officer members who are designated as cash handlers end when all funds are deposited into an appropriately designated MMCC account through a Chase bank, Chase deposit ATM, or a Chase Deposit Drop Box.

Section 4. Cash Handling Policy

In order to reduce errors and the risk of loss, the MMCC has developed the following list of policies and procedures that must be followed when handling cash or any other form of funds, as defined previously. This policy will be carried on in what is called a 'dual control' manner meaning that, at any given time, club funds will be under the control of two members and under the supervision or behest of a superior officer. These are the following responsibilities of the members in charge of club funds:

1. Cash handlers will follow the member's code of conduct, up to including, being sober and clear of mind while handling or in possession of Club funds.
2. Cash funds must be stored in a lockable container, cabinet, or cash box to which access is restricted solely to the verifying officer and cash handlers. Verifying officers or designated cash handling members shall act as guardians and custodians for the collected cash until it is deposited into an MMCC bank account.
 - a. Once the officers or members are assigned to a lockable cash container or box, those officers or members are responsible for that cash during the tallying and consolidation of funds done for daily and end of event reporting purposes.
 - b. The responsibilities of cash handling for the non officer members (who have been designated as cash handlers) end when all funds are deposited into an appropriately designated MMCC account through a Chase bank, Chase deposit ATM, or a Chase Deposit Drop Box.
 - c. It is required for all designated cash handlers to know where the deposit locations are and to make use of them throughout their time as cash handlers.
3. The cash box or container will not be left open if no transaction is taking place.
4. If a cash handler on duty needs to leave, the cash box or container must be left with the secondary cash handler and supervisor. The box must be locked and physically stored with the supervising officer and second cash handler until the cash handler on duty returns.
5. All documentation will be recorded using the MMCC Cash Handling Checklist (attached to this policy) and submitted with the Official Tally Sheet. Documentation is to include each cash handler's:
 - a. Full Name
 - b. Forum name
 - c. Catalog number
 - d. Phone number

6. International Events

For in-person international events, the Exchequer, or at the Exchequer's instruction, the Regional Ver'sol will handle or designate cash handlers. The Exchequer or the hosting region's Ver'sol will be considered verifying officers.

- a. Before an international event takes place: The Exchequer, or at the Exchequer's instruction, the Regional Ver'sol is tasked to find Chase banks or Chase ATMs near the convention center that accept cash deposits.
- b. In the event where a designated cash handler or verifying officer is not able to attend or needs replacing at the last minute, the replacement must be chosen by the Exchequer and/or the highest officer at the event.
- c. This list of cash handlers, Chase banks and Chase Atms will be recorded on the Cash Handling Checklist.

7. Regional Events

For in-person regional events, the Ver'sol or the hosting clan's Ver'alor, at the Ver'sol's instruction, will handle or designate cash handlers. The Ver'sol and the hosting Clan's Ver'alor will be considered verifying officers.

- a. Before a regional event takes place: The Regional Ver'sol and/or the organizing Clan's Ver'alor is tasked to find Chase banks or Chase ATMs near the convention center that accept cash deposits.
- b. In the event where a designated cash handler or verifying officer is not able to attend or needs replacing at the last minute, the replacement must be chosen by Ver'sol and/or the highest officer at the event.
- c. This list of cash handlers, Chase banks and Chase Atms will be recorded on the Cash Handling Checklist.

8. Clan Events

For in-person clan events, the Ver'alor will handle or designate cash handlers. Any Clan officer that is present will be considered a verifying officer.

- a. Before a local event takes place: The Ver'alor is tasked to find Chase banks or Chase ATMs near the convention center that accept cash deposits. Only designated officers and official members will handle cash.
- b. In the event where a designated cash handler or a verifying officer is not able to attend or needs replacing at the last minute, the replacement must be chosen by the Ver'alor ~~beforehand~~ and/or the highest officer at the event.
- c. This list of cash handlers, Chase banks and Chase Atms will be recorded on the Cash Handling Checklist.

Section 5. Tallying Procedure

Physical cash balance for the day will be tallied by the designated cash handlers separately, and verified by the highest ranking attending officer (if Ver'alor, Ver'sol or Exchequer, is not in attendance) at the event at the close of the day. This verified tally is to be sent to the Exchequer at the end of each day of the event, and again at the end of the event.

1. All tallies will be made using the MMCC Official Tally Sheet (attached to this policy)
2. The designated cash handlers and verifying officers must be present for both the tallying and verification of cash.
3. Cash balances should be tallied with individual denominations for easy recording and accuracy. The following information shall be recorded and placed with the cash:
 - a. Date & time of tally and verification
 - b. Total of cash with total of change to be kept
 - c. "Tallied By: *designated cash handlers's name & signature*
 - d. "Verified By: *Verifying officer's name & signature*
4. In the event where there are less than four official members present in a local event:
 - a. One member will be in charge of cash handling under the supervision of a second member. Cash tallying will be tallied by and signed off by both members. The manner of tallying and depositing will be done as described in this policy with the number of people varying depending on the number of OMs present.
 - b. No less than two official members are to be present in an event where direct funds for the club are raised and handled by its own members.

5. At the end of a single-day event, a copy/photo of the completed, signed and verified Cash Handler and Tally Sheet shall be emailed to: exchequer@mandalorianmercs.com. This email shall also include the Change Log.
 - a. Cash shall be tallied separately by both cash handlers and verified by the officer in charge at the close of each day of the event.
6. In the case of multi-day events:
 - a. Verifying officers should periodically relieve the cash handlers of excess cash in the cash box and to supply the cash handler with lower denomination bills, if needed. This must be done with verbal acknowledgement of both supervisors and cash handlers. Money taken out of a cash box must be counted when taken out and placed in a secondary locked cash box out of the public's view. This second cash box will be taken out at the end of the day for tallying with cash handlers' cash box.
 - b. 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.
 - c. Cash shall be tallied separately by both cash handlers and verified by the officer in charge at the close of each day of the event. A final tally of all days will be tallied separately by both cash handlers then verified and recorded by the verifying officer at the close of the final day of the event.
 - d. A copy of the final completed, signed and verified Cash Handler and Tally Sheet totaling all days shall be emailed to: exchequer@mandalorianmercs.com. A photo of all daily tallies together shall be emailed to the Exchequer at the event's end. This is to double verify each day in case there are changes in daily tally sheets.

In the event that discrepancies arise with the daily tallies and/or total of funds raised, the regional Ver'sol and the Exchequer will be notified immediately and cash should be locked until further instruction.

Section 6. Depositing Procedure

Cash must be deposited into an appropriately MMCC designated international, region, or clan bank account as soon as the event ends or no later than the next business day.

1. To ensure the safety of MMCC funds and correct posting of accounts, all deposits must be made as the day's event is over. All deposits must be made any day/time through over the counter, ATM, or night drop box banking. A copy of the deposit slip shall be emailed to the exchequer@mandalorianmercs.com.
 - a. For US based Clans, all funds are to be deposited into Chase account **#770916192**
 - b. For international Clans, all funds are handled on a case by case basis as in agreement with the Exchequer and in accordance to local banking laws and procedures

2. All paper currency must be deposited as soon as day/event ends, only the change will be kept for multi-day events and that will be noted, tallied and verified in each daily tally sheet with change denominations and totals present and placed aside of total to be deposited.
3. Money should be deposited in an MMCC account immediately when leaving an event or, in the extreme case when no deposit location is available and traveling with cash becomes necessary, no later than next business day. Deposit slips should be sent to the exchequer immediately. Take a copy of the slip and send it to exchequer@mandalorianmercys.com.
4. If a Deposit ATM has a cash deposit limit, both cash handlers are tasked to make consecutive deposits until the cash is fully deposited*. Deposit slips should be emailed to the exchequer immediately and physical deposit slips are to be filed by the Ver'alor, Regional Ver'sol, or Exchequer and kept for 12 calendar months.
 - a. *This is not "structuring", as it is multiple deposits done the same day to the same account where consecutive deposits are understood to be because of the cash deposit limit.
5. In the case where both cash handlers are not able to deposit club funds prior to traveling, funds must be physically under the control of the designated cash handlers, in a personal, locked bag for the entirety of the trip. If traveling by plane, cash must be in a personal carry-on bag and must be watched during the entire flight and declared to the airlines.
 - a. If traveling by plane, all airline procedures must be followed if required.
 - b. In all traveling instances cash will be placed in a locked box or money bag. Keys will be in the hands of each cash handler.
 - c. In all traveling instances club funds will not be placed in a checked bag, suitcase, or armor bin tote. The cash bag must be carried on a cash handler or in direct line of sight of one of the cash handlers at all times.
 - d. Cash tally should be reported both before the trip is done, and as soon as the destination is reached, before depositing the cash.

It is of the highest priority that cash is to be deposited at the nearest Bank or ATM that accepts cash deposits. Cash handlers will not keep club funds for more than 1 business day after destination is reached.

Section 7. Credit/Debit Card Sales and Donations Procedure

1. All livery sold in-person that is paid by credit/debit card must be done via the MMCC Member Market using a SQUARE card/chip reader, manually entry over the SQUARE app, or through another service approved by the Exchequer.
2. No physical recording of Debit or Credit Card information shall be allowed, payment card transactions must be done using the SQUARE reader/app or Exchequer-approved solution ONLY.
3. Donations may be requested from the public for either charitable purposes (i.e. Make-A-Wish) or for a clan/region project (i.e. photo ops/props).

4. MMCC does not authorize the use of raffles for fund-raising. Giveaways are authorized under the following circumstances:
 - a. No purchase necessary for a ticket.
 - b. Entrants may choose to donate money and request more tickets, at clan/region/international discretion, but donations cannot be required for a ticket.

Section 8. Check Handling Procedure

1. All checks taken within the USA must be made out to “Mando Mercs Costume Club” Legal line detailing written amount should be legible and clear. Both legal line and box detailing total should match.
2. All checks must be endorsed “Mando Mercs Costume Club For Deposit Only”.
3. All checks are to be deposited on a weekly basis, unless there is a restrictive cashing time on the check (ie. Do not cash before MM/DD/YYYY). If the check possesses a restriction, that restriction will be taken as the priority and the check must be deposited on the next business day following the restriction.
4. The checks will be tallied, verified and added in the same tally sheet as cash. Checks will be tallied on a separate line with the check number separating each one. The total of the checks will be added to the cash total as the grand total for deposit.

Section 9. Payment Card Transaction Procedure

1. All payment card transactions may only be processed through an MMCC-approved processor.
2. All payment card transactions are considered same-as-cash, and are held to the same standards and reconciliation process as all other cash monetary transactions in this policy.

Section 10. Incoming Wire Transfers Procedure

The Exchequer must be notified if there is an intention of sending funds through a wire. Wires must be solely used as a transfer medium if the sender is known by the MMCC. Before any incoming wire transfer is done, it is necessary for the Exchequer to supply the sender the correct wiring information. The Exchequer is responsible to supply the pertinent account information for the sender to be able to correctly and safely transfer the funds. The funds sent by wire are not secured funds and once sent. There is no recalling these funds back and, therefore, the information required for wires is more thorough. All wires are subject to fees regarding their sending and their receiving and these fees are under each financial institution's purview.

This is the following information that is required for wires to be properly sent/received:

1. The source of wire (sender and banks, including intermediary bank/originating bank). This includes the physical address of banks included and the sender. The MMCC should also supply the sender the physical address of the beneficiary (MMCC) and branch of the financial institution receiving the wire. The sender is expected to give this information to the financial institution sending the wire. The financial institutions that will be sending wires cannot supply this information.

2. Any identifying code numbers (reference and/or verification) IBAN, BIC, SWIFT Code, or wire specific Routing Number of the bank(s), where applicable, should be supplied to the sender for funds to be appropriately sent.
3. The date wire is expected to be given to the exchequer.
4. The total amount of money the wire is for.
 - a. All incoming wires should have a clear purpose of payment and should be sent in US dollars when possible.
5. The contact information for after the wire has been received.
6. The primary beneficiary (for foreign/domestic banks that use an intermediary bank), secondary beneficiary (if the bank uses an intermediary bank and this would be the original recipient, in this case, MMCC) and their account numbers.

Section 11. Surety/Fidelity Bond

MMCC International may provide for a surety bond of performance, omissions, and errors of the Exchequer for a maximum of \$50,000 USD. This surety/fidelity bond only covers the assets in the event where mishandling of funds is found to have happened.

Section 12. Policy Scope

This policy applies to all official members, clans, regions, and MMCC International. Any official member who is found to have breached this policy will result in immediate removal of the position, (if upholding any) and will face sanctions up to, and including termination of membership.

Section 13. Additional Documents

- **CHP(A) - FUNDRAISER GUIDELINES**
- **CHP(B) - FUNDS COLLECTING REFERENCE**
- **CHP(C) - TALLY SHEET**