

**HANDLING CASH/CURRENCY
TUSCOLA KIWANIS CLUB
5/08**

- 1. For each activity which produces cash for the Tuscola Kiwanis Club (e.g. pancake breakfast, fish supper, peanut sales, etc.) two people shall be designated to collect and count the money.**
- 2. All money which is collected shall be deposited in the appropriate Kiwanis accounts by the Tuscola Kiwanis treasurer who shall also be responsible for reporting the results of the fund raiser to the general membership of the Tuscola Kiwanis Club.**
- 3. The treasurer shall sign all checks for payments approved by the board of directors as well as payment for receipts presented by individual members.**
- 4. An internal audit of Tuscola Kiwanis financial transactions shall be conducted annually by a committee appointed by the Board of Directors for the sole purpose of conducting said audit. Results of the audit shall be submitted to the membership for approval at a time consistent with the end of the fiscal year of the Tuscola Kiwanis Club.**