AUCTRIA.COM
Fundraising auctions made easy

Managing & Tracking Money

BONUS: Money Counting and Disbursement Worksheets

Managing Budget and Cash Flows

Once you start handling monies for an organization stringent procedures are in order. Don't worry-- you don't need to be an accounting aficionado but you do need to have in place checks & balances to keep monies safeguarded.

Terms to know:
Budget- an estimate of income and expenditure for a set period of time.
Cash Flow- the total amount of money being transferred in and out as affecting liquidity.

As this refers to fundraising: Be sure to have a budget drafted and try to stick to the budget as an overall guide in planning to meet your organization's goals. Be aware of cash flow not only for the fundraising event but as it affects the group as a whole. Some fundraisers need up-front spending or investment (such as a large event) whereas some are cash-and-carry and there is no real outlay of monies. Think about your financial resources in determining a fundraiser.

Tracking Money

Security of monies is greatly enhanced when there is a chain of custody and consistent procedures in place.

Banking- It is best to have at least 3 offices responsible for banking, this helps with checks and balances. The Treasurer is responsible for the overall recording and reporting of finances.

Incoming checks- need restrictive endorsement (i.e "For Deposit Only") and should be deposited within a week with no cash back.

Outgoing checks- must be supported by an approved invoice, receipt, or a voucher prepared by the volunteer if a receipt or invoice isn't available. Checks should require two signatures and not be signed in advance.

Money Counting Worksheet

DATE:	
EVENT NAME:	

TWO people responsible for recording these funds:	
Print Name:	Print Name:
Sign:	Sign:

TOTAL Balances:			
	Beginning Cash Balance:	$_____. _____	
Ending Cash:			$_____. _____
Ending Checks:	Number of checks		$_____. _____
Ending Credit Cards:	Number of cc transactions		$_____. _____

CASH COUNT Beginning					CASH COUNT Ending			
COINS					COINS			
pennies		x $0.01	=		pennies		x $0.01	=
nickels		x $0.05	=		nickels		x $0.05	=
dimes		x $0.10	=		dimes		x $0.10	=
quarters		x $0.25	=		quarters		x $0.25	=
PAPER					PAPER			
ones		x $1.00	=		ones		x $1.00	=
fives		x $5.00	=		fives		x $5.00	=
tens		x $10.00	=		tens		x $10.00	=
twenties		x $20.00	=		twenties		x $20.00	=
fifties		x $50.00	=		fifties		x $50.00	=
hundreds		x $100.00	=		hundreds		x $100.00	=
TOTAL BEGINNING CASH COUNT			**$**		**TOTAL ENDING CASH COUNT**			**$**

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Making auction fundraising easy from the first donation, to the last receipt and all the bidding in between!
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