
PIMO Cash Handling Plan- Park Funds

1. Verify imprest cash weekly. There is 155.00 total in the park for the family and group camping and misc. retail.
2. At the end of the business day close out the cash register and deposit profit, cash and checks in the safe.
3. All checks received for special activity permits should be stored in the safe until deposit.
4. After hours let people register by walk up envelope, 1 night at a time. No IOU's.
5. Pull pipe safe or collect all profit from campground host at the end of the night. Check to make sure they have correct amount of change for the next day.
6. Deposit nightly using sealed tamperproof bags. Write your name, date, and deposit amount on the bag. Write the amounts of family/group camping funds collected on the bag. Seal bag. The bag should not be reopened until the Office Assistant does the deposit.
7. Sign the safe log any time you enter the safe: i.e. when you make a deposit to the safe or withdraw change and write the amount on the log.
8. All receipts (park and friends, deposit logs etc.) need to be retained in the park files for 5 years, and purged from the files after 5 years and stored onsite.
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Friends Funds

1. Donation money, t-shirt money, or firewood money should be counted and verified by a member of the friends and a park representative before deposit.
2. Firewood should be tallied at the woodshed upon delivery and the amount recorded on the clipboard by the door.
3. Send the firewood delivery receipt to the Friends group. Sign the receipt as "received". Make a copy for park files.
4. T-Shirts- 20.00 a shirt- cash or check only. Write them a receipt using books in the t-shirt box
5. The donation box will not be opened without a representative of the park and a representative of the Friends present.
6. A deposit log should be filled out anytime money handled by the Friends group is counted. The park retains a copy and the Friends retain a copy.
7. When friends funds are collected with park funds, such as the firewood sales being collected with walk up camping, the friends funds will be counted, verified by the Office Assistant, and locked in a bank bag. Only the Friends Group President/Treasurer and the Park Supt./Park Office assistant will have a key to the bank bag.
8. All receipts (park and friends, deposit logs etc.) need to be retained in the park files for 5 years, and purged from the files after 5 years and stored onsite.

9. Park staff shall contact the FSM President or Treasurer when a collection and deposit is needed.


10. No person, FSM member, park staff, visitor, or any other person shall take any donation money for their own personal use.


11. No park staff shall use any donation money except by formally requesting it through FSM board approval. No FSM member shall use any donation money for any use except by board approval and using FSM protocol.

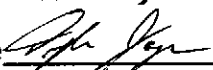
12. No one individual or persons shall remove any funds from the donation box for any purpose without a park representative and a FSM representative being present. The park representative shall be the Park Superintendent or Superintendent's designee. The FSM representative shall be the FSM President, the FSM Treasurer, or the President's designee.

13. The Friends group may provide a pre-loaded debit card for the use of making approved purchases or purchases restricted to a pre-determined amount, approved by the Friends Board. The Park Superintendent will make purchases approved by the Friends using funds held in the Friends account only by using this debit card. The park office assistant will send a scanned copy of all receipts from the use of this card to the Friends Treasurer. The debit card will be locked in the park safe when not in use in a locking bank bag. Only the Park Superintendent/Friends Group Representative will have a key to the bank bag. The Friends group will provide a copy of the monthly debit card statement for this credit card to the superintendent, and both parties will keep a copy of the debit card statement, and the receipts from each transaction on file for a period of (5) years.


I have read and understand this cash management plan:

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