MONEY HANDLING

- 1. TWO PEOPLE VERIFY CHANGE AND TICKETS PROVIDED AT START
- 2. TWO PEOPLE SAFEGUARD MONEY AND TICKETS FOR ENTIRE EVENT
- 3. TWO PEOPLE COUNT MONEY AND REMAINING TICKETS AT END OF EVENT
- 4. PROVIDE COMPLETED FORM & MONEY TO TROOP TREASURER AT END OF EVENT (or AN ADULT SAFEGUARDS COUNTED MONEY UNTIL HANDOFF)
- TWO UNRELATED SCOUTS OR ADULTS MUST COMPLETE EACH STEP ABOVE
- NO SCOUT SHOULD BE TAKING MONEY HOME
- NO MONEY OR TICKETS SHOULD LEAVE EVENT UNCOUNTED
- NO MONEY COMES OUT OF THE BOX ONCE IT GOES INTO THE BOX (Except for Making Customer Change) All
 expense are refunded by check, including return of starting change.
- Take counted money to Mr Forman during the Troop meeting (not after the meeting unless you have arranged with him to stay late) and do not leave until he has verified your count.
- Scouts performing these tasks should have some supervision.
- Individual Tickets should be verified and initialed by the recipient, and tickets and money returned should be verified/initialed by both the returnee and the ticketmaster.

TICKETS START OF DAY	VERIFIED By	
TICKETS START OF DAY Child	VERIFIED By	
CHANGE START OF DAY		

END OF DAY	#	MATH	EQUALS		CHECKS Last Name	AMOUNT
TWENTIES		x 20 =				
TENS		x10 =				
FIVES		x 5 =				
ONES		x 1 =				
CHANGE						
other						
other				_		
SUM CASH				-		
SUM CHECKS						
SUM TOTAL						
5011101712				-		
TICKETS END OF D	DAY					
TICKETS END OF D	DAY Child	ł				
				_		
COUNTED BY						
VERIFIED BY						
				_		
					SUM CHECKS	

These policies are to protect members from the embarrassment of discrepancies & conform to BSA requirements.

