

## Fish Fry Cash Handling

1. The Fish Fry Chair will contact Booster Treasurer, for beginning cash box funds each week. The Booster Treasurer will bring the necessary, \$1,500 each week to the Fish Fry and in the presence of the Fish Fry Chair, Fish Fry Treasurer or Fish Fry Cashier count and distribute the aforementioned funds in the following cash boxes:
  - a. Lead Cashier - \$470
  - b. Cashier #2 - \$240
  - c. Carryout - \$170
  - d. Drive Thru - \$360
  - e. Beer - \$200
  - f. Split the Pot - \$60
2. At the start of each evening, after double checking the starting cash, each station leader will sign-out the cash box from the Lead Cashier.
3. Payments for weekly Pizza will be paid from Lead Cashier cash box and documented. **These are kept in separate envelopes at the cash box.**
4. Payments for Security and Clean-up are paid through the parish's payroll system at the end of the Fish Fry. The Parish's accountant sends an invoice to the Booster Treasurer and the accountant files the necessary paperwork to issue a 1099 on behalf of persons employed for the Fish Fry.
5. At close of each week, all cash boxes are returned to Lead Cashier. Lead Cashier and Fish Fry Treasurer will count all money.
6. Any payments received via Credit Card will be run through our processor, Square, and deposited in the Booster Checking account at Fifth Third in 3-5 business days, net a 2.75% transaction fee.
7. Total funds (cash and credit) are documented by each station.
8. Lead Cashier and Fish Fry Treasurer will create a net deposit after paid-outs for Pizza are compiled and place all remaining cash & checks into drop bags. All checks will be stamped for deposit only. The Lead Cashier & Fish Fry Treasurer will then place the deposit into the overnight depository box at Fifth Third Bank using a signed tamper proof bag or locking bank bag.
9. After the deposit is collected from the bank, a copy of weekly summary, deposit receipt, and tamper proof bag is forwarded to Booster Treasurer, Fish Fry leads, & Booster Board members.
10. The empty cash boxes will then be stored in the Cafeteria closet.
11. Receipts from prior week purchases (generally pop, tartar sauce, other minor items) will be compiled and forwarded to the attention of the Booster Treasurer for payment. At the end of the Fish Fry Event, the Booster Treasurer compiles all weekly reports and offsets the expenses paid for supplies and formulates a profit/loss statement for the Fish Fry. He/she then provides this information to the Booster Board at his/her earliest convenience.