

NSS Event Cash Collection Procedure

Before
Event



Event/SIG/
Committee
Chairperson

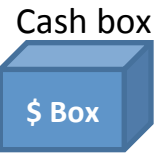
Appoint Cash Collections Custodian

During
Event



Cash
Collection
Custodian

Get ready:



Cash Log



Receipt booklet



- Collect & safe-keep cash.
- Count cash at end of event, witnessed by 2 other members/volunteers

Record sales,
donation or
membership

Issue receipts
only for donation
& membership

After
Event



Accounts
Officer

Inform Accounts Officer within 7 days after event.

Submit cash, log and issued receipt stubs to Accounts Officer with 14 days after informing him.



Bank-in cash within 7 days.



Present Bank-in slips, Log and S/No. Receipt book to Outreach Officer or an Exco for their counter-signing on the Bank-in slip.