



## Procedures for Handling Cash Donations and Special Event Money

The Chair(s)/Captain(s) are responsible for the proper safeguarding of cash monies delivered to them as part of the SECC Campaign. Cash must be kept in a locked cabinet, safe, or other suitable device to which unauthorized access is difficult until the Chair(s)/Captain(s) can deliver it to HRM or United Way.

**All money must be turned in on a weekly basis. Do NOT hold cash in your office until the end of the campaign. This is a liability and you are responsible for the timely processing of all funds.**

### Paper Pledges –Cash Donation

When an employee turns in a paper pledge form with a cash donation:

1. **Verify** that the cash received is the amount written on the paper pledge form while the employee is still in your presence.
2. Let the employee know that you will be sending them **an e-mail receipt**.
3. E-mail receipt should be as follows:

Thank you for your contribution to the 2016 State Employee Charitable Campaign (SECC).

This is your e-mail receipt that we received a \$ amount contribution from you on MM/DD/YY.

*By supporting the SECC, you are helping to provide the opportunity to improve the quality of life of all Delawareans.*

4. Keep copies of the receipt in your e-mail folders until all campaign contributions are reconciled.
5. Complete the Campaign Pledge Form Report Envelope and turn in to your Chair. No more than 15 pledge forms in each envelope.

### Paper Pledges –Payroll Deduction

When an employee turns in a paper pledge form for a payroll deduction:

1. **Verify** that the paper pledge form has been completed correctly and all fields have been filled in and totals are correct while the employee is still in your presence.
2. Complete the Campaign Pledge Form Report Envelope and turn in to your Chair. No more than 15 pledge forms in each envelope.

### **Procedures for handling Special Event Money**

1. Each special event should be treated separately. All monies collected for a special event will be counted and verified by two people.
2. Complete a Special Events Report Envelope and sign verifying the amount of cash in the envelope and turn into your Chair.
3. DO NOT write a Personal Check to cover the Special Events Money. This will not be accepted.

### **Procedures for Turning in Campaign Pledge Report Envelope/Special Event Envelope**

1. **The Chair will sign** the Campaign Pledge Report Envelope/Special Event Envelope indicating that they have **verified** all contents and recounted the cash donations for accuracy. At this point, the Chair must send payroll deduction pledge forms to their payroll/HR department. If payroll/HR department is not sure what to do with these forms, please contact Jane Hahn at 739-4195.
2. **In New Castle County**, the Captain and Chair will seal the envelope (seals will be provided by SECC) and coordinate with **Deborah Armstrong** of United Way for pick up or drop off.
3. **In Kent and Sussex County**, the Chair will **deliver the envelope to Laura Gott** (by appointment) and the money will again be counted and verified by two people (Laura and Jane Hahn). After the money is verified, the envelope will be sealed and delivered to Deborah Armstrong of United Way.

**To schedule an appointment to drop money off call 302-672-5128.**

**It is critical that you safeguard all cash received and that you always have two people counting the cash together.  
This is for your protection!**