



Policy & Procedures Update

Fundraising, Cash Handling & Requisitions

Today's Agenda

- **Fundraising approval process & guidelines**
- **Cash Handling**
- **Requisitions**
 - **PO, Vendor payments, reimbursement**
- **Transition to Colleague**

Links to forms and copies of documents are found in the chat and will be posted at www.yccdfoundation.org.

Fundraising Request & Approval Process

Submit 60 days **IN ADVANCE**

Event Name & Purpose

Date & Location

Expected attendance & fee

Outside Vendors?

Expected Net revenue

Person in charge & contact info

Foundation Fund & F-Code

Need any online forms?

APPROVALS

FOUNDATION

YUBA COMMUNITY COLLEGE DISTRICT

Fundraising Event / Activity Request Form

Request form, with appropriate approvals, must be submitted to the Foundation at least 60 days prior to the event or start of solicitations

General Information

Form Completed By: _____ Date: _____

Phone: _____ Email: _____

Event/Activity Name: _____

Purpose of Event/Activity: _____

Date(s) of Event/Activity: _____ **OR** from _____ to _____

Proposed location of Event/Activity: _____

Estimated Attendance: _____ Attendance Fee: _____

Are any outside vendors to be used to solicit funds? If so, please list: _____

Expected Net Revenue: _____

Person in charge of Event and email: _____

How will the event be promoted: _____

Foundation Fund being supported: _____ F-Code: _____

Will you need the Foundation to create an **event/activity** registration **and/or** donation giving page: ☐ Yes ☐ No

Approvals

Immediate Supervisor (Print Name & Title)	Signature & Date
College President or Designee (Print Name & Title)	Signature & Date

Foundation Office Use Only

Date Received: _____ Accepted By: _____ Date of Response: _____

Comments: _____

Fundraising Process Guidelines

1. **Promotional Materials:** Submit for review prior to publishing
2. **Legal Name:** *Yuba Community College District Foundation* with Tax ID number - 23-72222541. **Don't use tax ID without legal name.**
3. **Do not refer to a program/team as a “Foundation”;** refer to it as a “Fund” of the YCCD Foundation. *For example:* Funds will support Yuba College DSPS Fund of the YCCD Foundation.
4. **Facility:** On-campus use YCCD facility form and process; Off-campus, have agreements made out to Foundation and forward to YCCDF for signature. If deposits are required, submit a Requisition. Use the Foundation's address on all documents. **Do not use your home or campus address**

Fundraising Process Guidelines

5. **Food:** Outside vendor, provide agreement, made out to the Foundation.
Deposit? Submit Requisition
6. **Alcohol:** BP 3560 and FBP 5.01; approval by Chancellor; ABC Permit
7. **Registration:** Online, mail, on-site? If online, coordinate online page with Foundation. If using a third-party, forward agreement to the Foundation for review and signature.
8. **Thank Yous:** All participants. (***IRS - donors of \$250+; event with a cost of \$75+***) Within one week submit participant list, amount paid, and address or email for required thank you.
9. **Raffles:** Use Foundation's State Registration number RF0017149. ***No 50/50.***
Keep income separate and report to Foundation office.

FBP I 2.02: Cash Handling

- *approved by Board of Directors – February 2025*

BACKGROUND: Any YCCD dept., athletic team, student service, or program that handle cash must be aware of and committed to controls to prevent mishandling and safeguard against loss.

- ❖ Internal controls protect YCCD employees.
- ❖ This policy is intended prevent and/or detect cash loss. Managers that handle Foundation cash are responsible for maintaining a proper environment of internal controls.

POLICY STATEMENT: *“to establish immediate control over all cash and checks received and to ensure the prompt deposit to the Foundation’s bank account. Cash receipts shall be protected from misappropriation.” “Only YCCD employees, and approved volunteers are permitted to handle cash as defined under this policy and in accordance with Foundation AP I 2.02.*

- ❖ This policy applies to all personnel, and volunteers who handle Foundation cash - receiving, processing or depositing, and who retain, or store cash prior to its deposit.

FAP 12.02: Cash Handling

ADMINISTRATION: Director is responsible for policy. Policy is guided by GAAP, GASB, YCCD policies and CCCSC office.

RECEIPT OF PAYMENTS BY MAIL: Payments received by mail, should be processed through the Foundation. Any department that receives a payment should forward it to the Foundation Office.

SAFEGUARDING & STORING CASH: Cash must never be left unattended; access must be restricted to designated individuals and secured in a locked environment to restrict access.

DEPOSITING CASH: Cash collected from events shall be forwarded to the Foundation with a dual-signed **Cash Handling Form**; or deposit with the College Cashier. For deposits with Cashier a Cash Handling Form and copy of the Cashier's receipt must be forwarded to the Foundation.

CHECKS: All checks should be made payable to "***Yuba Community College District Foundation***" (YCCD Foundation). Notation of the purpose made at the bottom.

CASH HANDLING FORM

Complete at end of event.

Two people count cash
And sign.

Return to Foundation or
cashier with the cash.

FOUNDATION YUBA COMMUNITY COLLEGE DISTRICT

Cash Handling Form

Activity / Event: _____ Date of Activity / Event: _____

Foundation Fund and F-Code: _____ College: _____

Person Completing the Form: _____ Department: _____

Total Cash: \$ _____ Total Checks: \$ _____

Currency	No. of Bills	Total	Cumulative Total
\$100		\$	\$
\$50		\$	\$
\$20		\$	\$
\$10		\$	\$
\$5		\$	\$
\$1		\$	\$
Coin		\$	\$
TOTAL			\$
Opening Balance			\$
			\$

Checks

No. of Checks: _____ Total Value of Checks: \$ _____

Please attach copies of all checks.

Counted by: _____ Date: _____
Print Name / Signature

Counted by: _____ Date: _____
Print Name / Signature

Cashier Verified: _____ Date: _____
Print Name / Signature

Cashier Receipt No: _____ **Please attach a copy of the Receipt.**

FAP 12.02: Cash Handling

RETURNED CHECKS: Returned Checks may result in fees. Individuals whose checks are returned will be assessed a fee per YCCD policy. When checks are returned the Fund that accepted the check will be responsible for fees.

EVENT & ACTIVITY CASH: Receipts must be provided and copies submitted with deposits. ***Exceptions:** entry at the door, snack bars, and script tickets for drinks, door prizes or raffles.*

Cash must be deposited, by close of business the day following event, or Monday following a weekend event. The Foundation will record each transaction. All cash must be counted under dual custody using a Cash Handling Form with two signatures.

USING CASH: **All Cash must be deposited.** It may not be used for purchases, refunds, to pay expenses. Under no circumstances may expenses be paid from cash.

PETTY CASH FUNDS: Not permitted.

FAP 12.02: Cash Handling

ELECTRONIC FUND TRANSFER: The Foundation will accept payment by EFT. (EFTs will be reconciled monthly.)

REQUISITIONS: Payment to vendors, or reimbursements must be **approved in advance** and require a Requisition Form. The Foundation will not make payment without approvals. Payment will be made within ten (10) business days of receipt.

DISCIPLINARY ACTION: Failure of an employee to follow internal controls is considered negligence and could be considered misconduct. Any disciplinary actions will be in accordance with YCCD policies and collective bargaining agreements.

EXCEPTIONS: *It is understood that situations within departments may require exceptions to this policy. Any exceptions must be approved in advance by the President or Foundation E.D. All exceptions must be date specific.*

Requisitions

Approval required BEFORE any purchases made.

P.O., Vendor Payment or Cash Advance?

Attach a copy of the estimate or invoice

For meal/travel use YCCD per diem guidelines.

For multiple people, provide a roster

Fund name and F-code. Codes at www.yccdfoundation.org.

Indicate where PO or payment is to be sent and date needed.

Describe the proposed purchase or enter “see attached”

Print name, sign and date; forward to College President for approval.

FOUNDATION YUBA COMMUNITY COLLEGE DISTRICT

3301 E Onstott Road • Yuba City, CA 95991
(530) 749-3868 • foundation@yccd.edu

Foundation Requisition Purchase Form

The Requisition Purchase Form must be completed and approved prior to placing an order, making a purchase, or receiving a cash advance. When ordering use the Foundation's address at the top of this form for billing purposes, and your campus address for delivery. Do not use a personal address. For purchases made without a pre-approved Requisition Purchase Form, reimbursement or payment can not be guaranteed. Once the Requisition Purchase Form is approved a Foundation Purchase Order will be issued, a Cash Advance will be made, or a Foundation Check will be provided to a vendor so the purchase can be completed. A copy of the vendor's estimate or invoice must be attached to this form.

This is a request for: ☐ Purchase Order ☐ Payment for Vendor ☐ Cash Advance

1. REQUESTED BY:

Name: _____ College/Dept: _____

Date: _____ Phone: _____ Email: _____

2. VENDOR INFORMATION:

Name: _____ Phone: _____ Email: _____

Address: _____
Street City State Zip

3. FOUNDATION FUND INFORMATION:

Fund Name: _____ Fund Account No.: F- _____

Type of expense: ☐ Invoice payment ☐ Budget transfer ☐ Purchase

4. RETURN P.O. / PAYMENT TO: ☐ Vendor ☐ Requestor 5. DATE NEEDED: _____

6. DESCRIPTION OF PURCHASE	QTY	UNIT PRICE	TOTAL
Attach supporting documents (estimate, receipt or invoice) before routing to Foundation.			

7. PRINTED NAMES & SIGNATURES:

College/District Fund Manager _____ Date _____

College President / District Chancellor or Designee _____ Date _____

Sub-total	
Sales tax	
Shipping	
TOTAL	

For use by the YCCD Foundation:

Travel & Meal Money

- YCCD Administrative Procedure 4300
- Must be approved and submitted to Foundation **IN ADVANCE**
- Meals
 - Breakfast - \$10; Lunch - \$15; Dinner - \$30
 - Provide list of participants and purpose

Transition to Colleague

- YCCD Foundation has started the process of moving Foundation Accounting/Finance into Colleague. In Colleague, Foundation Funds will be accounted for separately from District Funds.
- What this means
 - **Fund Managers will have the ability to track fund balances in Colleague.**
 - Donations/Expenses that are related to account(s) will be available for tracking.
 - **Requisition Processing and Issuance of Purchase Orders will mirror District process**
 - Purchase orders will be required for all expenses prior to incurring expenses
 - Fiscal and Foundation will work together on Foundation approving Requisitions and Fiscal taking over Purchase Order/Check Processing.
- Project Timeline
 - **Currently:** The Foundation is working with Ferrelli to build out the Foundation fund into Colleague and setting up GL accounts.
 - **Next Steps:** Setting up Purchasing Structure.
 - Completion by ??????????