

## Fundraising Reconciliation

The “**Fundraising Reconciliation Form**” must be completed for all fundraising activities where a “Float” is required. This includes BBQs, Competition Cafes, Raffles, Stalls etc.

Where a fundraising activity runs over a number of days, the reconciliation procedure should be completed at the end of each day.

This procedure ensures the accurate reconciliation of un-receipted funds.

The “Fundraising Reconciliation Form” can be downloaded from [www.ifsc.org.au](http://www.ifsc.org.au) or obtained from the Treasurer.

### Processing Steps

#### Obtaining a Float

1. At least **7 Days** prior to the event, the organiser must request a float from the Treasurer.
2. On the day of the fundraising activity, the organiser can pick up the float from the Treasurer, in the Club Office and complete **Section 1** of the “**Fundraising / Float Reconciliation Form**”.

#### On the Day

1. If unplanned purchases need to be made during the fundraising activity, you can either make the purchase and complete the **Expense Reimbursement Form** or complete a **Cash Advance / Reconciliation Form** if cash funds are required immediately. The Treasurer will provide the cash advance from the Club Office. Money should not be taken from the cash tin at the fundraising activity.
2. Where a fundraising activity runs over a number of days, the money from the activity should be reconciled at the end of each day.
3. Money from the fundraising activity should be taken to the Club Office and counted in the presence of the Treasurer and **Section 2** of the “**Fundraising / Float Reconciliation Form**” completed.

**Note:** Under NO Circumstances should money be taken home or counted in public