

Cash Management Questionnaire

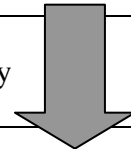
Date	
------	--

All events which involve the process of solicitation, collection, voluntary contribution or donation of money or materials with an expectation of consideration, are considered fundraising activities, and must be approved in advance. Funds which are raised using college resources and or facilities will be considered as fundraising activities.

This cash management questionnaire will allow various departments (academic, student services, and administrative) to respond to a series of questions which will help to determine how internal funds are used on the campus. Based on the information provided Administrative Services will assist departments with internal controls to ensure that they are compliant with LACCD Administrative Regulations; AO-16, AO -17, AO-24, B-14, S-4, S-5, S-12, and the District Business Office and Accounting Manual.

Question	Response
1. Department	
2. Type of fundraising activity	

Use one form for each different type of activity



3. Based on the activity indicated above indicate the funding location <div style="text-align: center;"> College Foundation ASO or other </div>	
4. Contact information for this activity? Name and phone number.	
5. Do you use a petty cash fund for this activity?	
6. Please provide some examples as to how and where you fundraise for this activity?	
7. What college resources are normally used and necessary to support this fundraising activity?	

Cash Management Questionnaire

<p>8. How are the fundraising funds collected for this activity?</p> <p>Describe as best you can</p>	
<p>9. Who is the primarily person(s) responsible for the funds collected?</p>	
<p>10. What items are typically purchased or obtained with these fundraising funds?</p> <p>List the items</p>	
<p>11. Who makes the decision which items to purchase using these funds?</p>	
<p>12. Have you obtained a campus permit for fundraising?</p>	
<p>13. Are there any special permits required?</p> <p>Fire Permit Health Permit Movie License Permit for Use</p>	
<p>14. Do you have written internal Cash Procedures for this activity?</p> <p>Tickets Cash Credit cards</p>	

Once this form has been filled out please submit to Administrative Services. We will work with you and your Department Chair - School Dean and or Department Manager to guide and assist you so that the college can be complaint with LACCD Administrative Regulations and the Business Office and Accounting Manual