

RAFFLE CASH MANAGEMENT PROCEDURES & CONTROLS

Prior to the event, a person or group of people solicit raffle prizes from businesses in Connecticut and Vermont. The prizes are posted on a Board or on cards when there is a “teacup” style raffle. On the day of the event and raffle, either the Event Manager or Raffle Coordinator organizes the raffle tickets for sale.

For all raffles, tickets will be sold in strips of 10 tickets for \$5.00

Person Responsible	Raffle Activity
Raffle Coordinator	<ul style="list-style-type: none"> • Prior to the raffle, 2 to 4 raffle buckets are prepared. Each bucket should contain 20 ticket strips of 10 tickets each which is valued at \$100. Update the Raffle Ticket Inventory Control Sheet with the number of ticket strips and the value. • Prepare additional groups of raffle tickets with either 20, 15, 10 or 5 ticket strips valued at \$100, \$75, \$50 or \$25. Record them on the Inventory Control Sheet if the tickets are needed. • On the day of the event, identifies the ticket sellers and updates the Inventory Control Sheet with their names.
Ticket Seller	<ul style="list-style-type: none"> • Upon receipt of the bucket with raffle tickets, verifies the number of ticket strips and tickets in each strip, the total ticket value and the ticket information on the Inventory Control Sheet. • If all the tickets are sold and more are needed, obtains another group of raffle tickets from the Raffle Coordinator. Verifies the number of ticket strips and tickets in each strip, the total ticket value and the ticket information on the Inventory Control Sheet. • At the end of the raffle, meets with the Raffle Coordinator to return any unsold ticket strips along with the cash for the sold tickets. The Ticket Seller and Raffle Coordinator each count the cash, record/verify the unsold ticket strips and any variance. Both parties initial the Inventory Control Sheet.
Raffle Coordinator	<ul style="list-style-type: none"> • At the end of the event, reconciles the cash deposit to the sold and unsold ticket strips recorded on the Inventory Control Sheets. Notes any variances. Delivers the results to the Event Manager for review and verification.
Event Manager	<ul style="list-style-type: none"> • Performs a high level review and provides the cash and Inventory Control Sheet to the Treasurer if present at the event. Otherwise, provides the cash and Inventory Control Sheet to another officer in the Club.

Raffle Ticket Inventory Control Sheet

A ticket strip is 10 tickets for \$5.00

Event: _____ Event Mgr: _____ Date: _____

Raffle Coordinator: _____ Treasurer/Cash Recipient: _____

Tickets: 20 ticket strips = \$100; 15 ticket strips = \$75; 10 ticket strips = \$50; 5 ticket strips = \$25

Seller: _____

Strips	Value
	\$
	\$
	\$
	\$
Total Value	\$
Cash Rec'd	\$

Unsold Strips	Unsold Value
	\$
Variance	\$

Seller Initials: _____
Raffle Coordinator Initials: _____

Seller: _____

Strips	Value
	\$
	\$
	\$
	\$
Total Value	\$
Cash Rec'd	\$

Unsold Strips	Unsold Value
	\$
Variance	\$

Seller Initials: _____
Raffle Coordinator Initials: _____

Seller: _____

Strips	Value
	\$
	\$
	\$
	\$
Total Value	\$
Cash Rec'd	\$

Unsold Strips	Unsold Value
	\$
Variance	\$

Seller Initials: _____
Raffle Coordinator Initials: _____

Seller: _____

Strips	Value
	\$
	\$
	\$
	\$
Total Value	\$
Cash Rec'd	\$

Unsold Strips	Unsold Value
	\$
Variance	\$

Seller Initials: _____
Raffle Coordinator Initials: _____

Grand Total: \$ _____