

# Bexar County Master Gardeners

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**SUBJECT:** F-9 – Advanced Funds for Events

**POLICY:**

Advanced funds can be provided for starting a cash box for an event. The Chair/Lead of an event shall request the funds by submitting a properly approved Advanced Funds Request form to the Office Manager at least two weeks in advance.

At the conclusion of the event, the Event Chair (or designated MG) must reconcile any inventory and count the cash on hand. **The Event Chair is responsible for ensuring that the cash funds are deposited into the BCMG Frost Bank account unless prior arrangements have been made to transfer to a designated BCMG member or dropped in a secure location.** After the event, the Inventory form, Advanced Funds form, and a record of counted Cash must be turned into the Office Manager at least by the first BCMG office day after the event.

**RATIONALE:**

This policy recognizes that Bexar County Master Gardeners raises funds through sales. These sales may require the use of advanced funds to make change at the sales event.

**DATE APPROVED: 9 September 2021**

**DATE REVIEWED:**