

**Veterans Caucus**  
**California Democratic Party**  
*3700 Dean Drive, #1003, Ventura, California 93003*

ADOPTED BY THE EXECUTIVE BOARD  
August 10, 2015

POLICY #2015-01

**Handling of Cash**

1. **Background.** The only source of the Caucus's revenue is membership dues. The Caucus meets three times every year. Many of these membership dues are collected at the check-in table located at the entrance to the Caucus's meeting room. The Organizational Development Committee is responsible for staffing and running the check-in table, and consequently, collects both the membership forms and dues. Those dues are paid by either credit card, checks or cash.
2. **Accountability Process.** In accordance with the California's Fair Political Practices Commission (FPPC) and Federal Election Commission (FEC), all cash donated to political entities must be accounted for. Consequently, whenever a member of the Veterans Caucus receives cash on behalf of the Caucus, the donor must fill out and sign a Cash Received Form. The person receiving the cash must fill out the applicable portions of the Cash Received Form and sign it. When the cash is passed on to the Caucus Treasurer, s(he) must fill out the applicable portions of the Cash Received Form and sign it.
3. **Submit Cash to California Democratic Party.** In accordance with CDP Bylaws and CDP's Caucus Financial Procedures, cash is to be given to the CDP for deposit into the Veterans Caucus's bank account managed by CDP staff. The cash can be given to CDP staff in person or, if mailed, it must either be provided in the form of a personal or cashier's check (also known as a bank check). The original Cash Received Forms must accompany the personal or cashier's check provided to the CDP in order to provide the detailed information behind each donation, which the CDP is legally required to report.
4. **Keep Copy of Cash Received Forms.** The Caucus Treasurer will maintain a copy of all Cash Received Forms.
5. **Can Only Accept up to \$99 in Cash.** In accordance with FPPC and FEC rules, no political entity can accept cash that is \$100 or more. IT IS ILLEGAL! Conversely, up to \$99 in cash can be received.





## CASH RECEIVED

Cash Received on (Date): \$ \_\_\_\_\_

Reason: \_\_\_\_\_

### Person Submitting Cash

Print Name of Person Submitting Cash: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Signature of Person Submitting Cash: \_\_\_\_\_

### Person Receiving Cash

Print Name of Person Receiving Cash: \_\_\_\_\_

Signature of Person Receiving Cash: \_\_\_\_\_

### Submitted to and Received by:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_