

MASTER GARDENER FOUNDATION OF THURSTON COUNTY

Policy and Procedure Handbook

MONEY HANDLING GUIDELINES

Board Approval Date: 10/16/24

Page 1 of 2

Customers and members are encouraged to make purchases and pay membership fees on the Foundation website's secure platform (CheddarUp). Online sales are subject to state sales tax, and CheddarUp adds the tax and mailing costs (calendars only). Customers have the option to use credit cards or electronic checks (Echecks). Customers are asked to additionally support the Foundation by paying credit card and E-check processing fees.

Plants, Handicraft and Tool Sales

1. Chairpersons are issued a Foundation Ipad and Square reader to collect credit cash, card and check payments in person at sales. They are given self-addressed, stamped envelopes in which to mail checks to the Foundation post office box, and direct deposit envelopes for cash deposits to Heritage Bank.
2. Checks made payable to MGFTC are collected and mailed to MGFTC Treasurer, PO Box 165, Olympia, WA 98507.
3. Cash is to be deposited directly into Heritage Bank on the sale day if possible, using approved deposit envelopes provided by the Foundation Treasurer. Taking Foundation cash home is discouraged.
4. Members must text or email Treasurer stating the amount of cash deposited, and the amount collected in checks.
5. The cash and check amounts should reconcile with entries into Square.
6. Members may not collect cash, then write a personal check to the Foundation for that cash.
7. Paper receipts are not required when using the Square electronic app as it produces an electronic receipt. If Square is not available or working, paper receipts which are properly filled out are required for cash payments.

Calendar Sales

1. Calendars may be purchased online at MGFTC.org, using credit card or e-check. Customers may choose to have calendars mailed or delivered.
2. Calendars sold at Plant Sales may be paid for with credit cards, cash or checks payable to MGFTC. All calendar sales will be entered into Square by the Plant Sale cashiers.
3. Members selling calendars who have been issued a Foundation Ipad and/or Square reader may collect credit card and check payments in person. Checks made payable to MGFTC are mailed to MGFTC Treasurer, PO Box 165, Olympia, WA 98507.
4. Members without a Foundation Ipad or Square reader may collect checks only for calendars and mail to the PO box or deliver to the Treasurer in person.
5. Members selling calendars in person may not collect cash, then write a personal check to the Foundation for that cash.

MASTER GARDENER FOUNDATION OF THURSTON COUNTY
Policy and Procedure Handbook
MONEY HANDLING GUIDELINES
Board Approval Date: 10/16/24
Page 2 of 2

6. Members must text or email Treasurer stating the amount collected in checks and mailed to the PO box.
7. For calendars that need to be mailed, Members keep all postage and envelope receipts and turn them in to Foundation Treasurer for reimbursement, using the Reimbursement Request form.

For personal safety, when distributing calendars, handicrafts or tools and collecting checks in person, meet in a very public place and possibly with a second Member with you.