MacFarlane Park PTA

Procedures for Collecting Cash and Checks

Certain PTA programs, services and events will involve the handling of money.   It is the responsibility of the VP or Committee Chair to accurately collect all funds related to that program, service or event and ensure that the funds are promptly turned over to the Treasurer.

Prior to an event where cash will be collected, procedures for who will be handling the money and how it will be collected and safeguarded should be reviewed. Always offer a receipt to someone paying in cash.   Carbon copy receipt books are available from the Treasurer. When handling cash it is advisable that you never collect or count money alone; have a witness watch you.   The **Cash Count/Deposit Form** has a section to make note of currency and coin quantities to help you keep an accurate record. Always use ink, never pencil! Please be sure to include:

- The date of collection
- Event/Project (Purpose or budget category)
- Form the money was received in, i.e. cash and/or checks
- Your signature
- Verifying signature

Bundle all cash bills by denomination. Always indicate on the form the number of checks attached. Keep a copy of the form as your receipt. A second person must always count the money after you, verify the totals are correct and should then sign the **Cash Count/Deposit Form**. This can be the Treasurer, another Board member or Committee member.   Do not take PTA funds home. Either hand collections directly to a PTA Officer in the presence of other people or put it into the PTA safe.

If you hand off money to another Board member to deliver to the Treasurer, they should be the person signing the verification of funds.   The Treasurer will count the collection to verify accuracy and provide some documentation that your collection was received and that the totals agree. This could be via email or a signed copy of the form.   You should keep track of this information with your committee/program records.   There should be a deposit reflected in the next Treasurer's report which matches this verified collection total.