

Sycamore Valley Elementary PTA

Cash Handling Guidelines and Procedures

CASH HANDLING:

At the end of any event where money (cash or checks) is received, it should be given to an elected officer of the PTA (i.e. a member of the Executive Board).

Money should be verified by **two** PTA members (a committee member and your VP) **prior** to leaving the event. A cash verification form should be filled out. The form should list denominations of cash and total amount of currency received, as well as, the number of checks and total amount of checks. The two PTA members verifying the money should sign and date the cash verification form. Verified money and Cash Verification form should be handed to the Financial Secretary for deposit to the bank. If the Financial Secretary is not available, see below for cash storage procedure.

CASH STORAGE:

Ideally, the money should go immediately to the bank via the financial secretary. If this is not possible (i.e. it is after banking hours or a weekend), the money may be placed in a safe locked location at school. Place the money in the lockable filing cabinet located in the office in the filing cabinet drawer in front of Mary Swager's desk. Furthermore, the following procedure should be strictly adhered to:

1. Verify the amount of money being put into the cabinet with a person who will be placing it in the cabinet (this could be you, the financial secretary or the treasurer).
2. Have the person placing the money in the cabinet fill out and sign a cash verification form, for the total amount of money. This indicates that they have received the amount of money that you say you have given them. Be sure there is a date on the receipt. Be certain the person putting the money in the cabinet attaches or leaves the cash verification form with the money.
3. The money should only be kept in the locked file cabinet until the bank has opened and the financial secretary can make a deposit.
4. NEVER attempt to deposit money into the bank or ATM.

Even under the best conditions, sometimes things do not go as planned. If you are unable to put the money into the locked cabinet in the office, **DO NOT LEAVE IT AT SCHOOL**. Take the money home with you (after being verified) or hand it off to the Financial Secretary. When it is brought back to school, you need to verify the money again - this is for your protection too.