

# DEL CERRO PTA

## Counting and Depositing Money Procedures

1. Any person(s) handling money for PTA, **must** be a PTA member.
2. All money must be counted and ready for deposit daily.
3. All cash and/or checks must be attached to a **completed** "Cash Verification Form".
4. Starting drawer money must be marked on Cash Verification form and ready for deposit on the last day of the event.
5. The person counting cash and checks must sign and complete Cash Verification Form.
6. A second person **must** verify count, ***initial the Grand Total amount*** and sign Cash Verification Form.
7. Total all **cash** (coins and currency) on adding machine **two** separate times. Both tape totals must agree. Attach both tapes to cash.
8. Total all **checks** on adding machine **two** separate times. Both tape totals must agree. Attach both tapes to checks. Please remove staples, if any, from individual checks.
9. Bundle cash and/or checks with rubber bands or paper clips only.
10. Place cash, checks, and Cash Verification Form in a **sealed** envelope with date and name of event printed on outside. ***No money should be taken out of deposits to purchase supplies for the event. Money for supplies needs to be requested and approved by the Board prior to the event.***
11. ***Place sealed envelope in locked file cabinet at the office.***