

Graham Middle School PTA

Cash handling and deposits procedure

Whenever cash or money is collected for a PTA membership drive, annual fund, event or fundraiser, etc. The following policy must be followed. This for everyone's protection.

1. What activities/events does this cover?
This policy must be followed anytime money is collected on behalf of the PTA. The process needs to be followed each time funds are collected, not when funds are accumulated over a time period.
2. Prior to the activity
Coordinate with a PTA Board Member or parent/school staff member in advance to be present at the end of an event to be available to count the funds. Do not publicize the place where money is to be counted.
3. Who can count the money?
Two people who are not related by blood or marriage, or reside in the same household must be present to count and record the funds immediately after the event where money is being handled.
4. Process
 - Have a copy of the Cash Verification Form on hand. The form on the PTA Website under forms.
 - Have one person count and record the funds in the presence of the other person.
 - Have the second person count the same funds and verify the funds.
 - Once the counters totals match, the counters will sign the Cash Verification Form. This form is a safeguard when volunteers are handling PTA funds.
 - Give the give the deposit and cash verification form to the Financial Secretary or put in the PTA Safe.
Plan for the safekeeping of money until it is handed off to the Financial Secretary (Lisa Chen - gms.pta.financial.secretary@gmail.com) and deposited in the bank. Never leave money unattended, in someone's home or in the trunk of a car.
 - The Financial Secretary will then log the deposit on the Financial Secretary's form, deposit the funds in the bank and give the original forms along with the deposit slip to the Treasurer (Jennifer Walsh - grahamptatreasurer@gmail.com)