

# PTA Events – Payment Receipt Process, Cash Count and Deposit

Please follow these steps prior to the PTA event where payments are received and processed:

## 1) Credit Card Process Prep

- President or Treasurer sets up PayPal Account for event and sets up iPad(s) with card reader(s)

## 2) Cash Process Prep

- President or Treasurer (or designate) withdraws "starting cash" from PTA bank account and obtains receipt

## 3) Cash Box Prep

- Treasurer (or designate) preps Cash Box with Starting Cash, Calculator, PTA Cash Verification Sheet, pens, roll of tickets (if needed)

## 4) Selling Inventory Prep

- Inventory to Sell (e.g., Snacks):
  - President or Treasurer (or designate) takes beginning inventory and makes note
- No Inventory to Sell (e.g., Food Truck):
  - Treasurer (or designate) includes roll of tickets in cash box and notes beginning ticket number

## 5) During Event

- 1 PTA Board Member and 1 non-related person receives starting cash from Treasurer (or designate) and counts the starting cash and initials PTA Cash Verification Sheet
- 1 PTA Board Member and 1 non-related person stays with cash box and iPad (if used) at all times
- Use calculator when calculating multiple items

## 6) After Event

- At end of event, the 2 people with the cash box should take the cash to the school office (or other non-public location) to count the contents of the cash box, record count on the PTA Cash Verification Sheet
- Event Chair and/or PTA President (or designate) reviews totals recorded for PayPal (if used) to verify totals are reasonable, adds PayPal total to Cash to determine if payments received are reasonable
- PTA Board Member notifies Treasurer and Financial Secretary that the cash is ready for deposit and PayPal Account (if used) has been reviewed
- Cash is placed in the safe until deposited

## 7) Deposit Cash/Checks

- Prepare deposit slips in duplicate, the original for the bank and the duplicate for the treasurer's records
- Follow the bank's directions when recording the checks on the deposit slip. Some banks require listing the bank numbers for each check; some accept an adding machine tape of the check amounts.
- Checks should be marked "For Deposit Only" with the PTA account number. A stamp with this information may be secured at the time the bank account is opened. If applicable, record in deposit book.
- Make duplicate deposit slip with details such as membership, bake sale, gift-wrap sale.
- Enter amount on check register. Roll coins as directed by the bank.
- Attach a copy of the deposit slip to the Cash Verification Form (Fig. F-8 or Forms Chapter).
- Before depositing checks, make copies to accompany the deposit record and to assist with the collection of NSF (non-sufficient funds) checks. Remember that financial officers have a fiduciary responsibility to protect sensitive and confidential information.



# Cash Verification Form

## Membership, Fundraisers, Donations

<b>Event/Project:</b>	<b>Date of Collection:</b>
<b>Committee Chair:</b>	
<b>Committee Treasurer:</b>	
<b>START UP CASH:</b>	<b>Cash Count Initials #1: _____ #2: _____</b>

**Coins**

	X	1¢ =	
	X	5¢ =	
	X	10¢ =	
	X	25¢ =	
	X	50¢ =	
	X	1\$ =	
		Total \$	

**Checks**

*(attach adding machine tape of itemized checks)*

	#	\$		#	\$		
	#	\$		#	\$		
	#	\$		#	\$		
	#	\$		#	\$		
	#	\$		#	\$		
	#	\$		#	\$		
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	#	\$		#	\$		
	#	\$		#	\$		
	#	\$		#	\$		
	#	\$		#	\$		
	#	\$		#	\$		
		Total \$				Total \$	

**Currency**

	X	\$1 =	
	X	\$2 =	
	X	\$5 =	
	X	\$10 =	
	X	\$20 =	
	X	\$50 =	
	X	\$100 =	
		Total \$	

**Grand Total \$** \_\_\_\_\_ Start Up Cash Deducted from Grand Total?  Yes  No

<b>Membership Dues</b>	
# _____ Members @ \$ <u>16.00</u> (dues) = \$ _____	
# _____ Members @ \$ <u>17.00</u> (dues) = \$ _____ + donations = \$ _____	Grand Total \$ _____

FOR OFFICIAL USE ONLY			
Collector 1		Treasurer	
Signature _____		Signature _____	
Collector 2		Amount	_____
Signature _____		Deposited: \$	_____
Financial Secretary		Date Recorded	_____
Signature _____			