

Graham Middle School PTA

Cash handling and deposits procedure

Whenever cash or money is collected for a PTA event, etc. at least two people need to be present to count the money.

If possible have a PTA Board Member be the second person to count and verify the amount. Coordinate with a PTA Board Member in advance to be present at the end of an event to be available to count cash. The people counting the money shall not be related by blood or marriage, or reside in the same household.

Do not publicize the place where money is to be counted.

Have all those involved in counting money verify the total and sign the Cash Verification Form. This form is a safeguard when volunteers are handling PTA funds. Forms are in the office and online on the Graham PTA Website.

Plan for the safekeeping of money until it is handed off to the Financial Secretary (Karen Heitkamp - borisdog@earthlink.net) and deposited in the bank. If the funds can't be deposited that day then the funds should be stored in a safe place. Never leave money unattended, in someone's home or in the trunk of a car. Never deposit any money in anyone's personal account or in the school account.

Be sure that the amount is documented prior to giving to Karen and deposited. The person who holds the money is responsible for safekeeping and giving the Cash Verification form and Deposit form to Karen.

The Financial Secretary will then give the forms along with the deposit slip to the Treasurer (Jennifer Walsh jenn_walsh@hotmail.com)