



Romona PTA Event Money Management

POLICIES / REMINDERS:

- **TWO COUNTERS PRESENT** for all Event Money Management, at all times:
2nd MONEY COUNTER MUST BE CURRENT EXEC. BOARD VP MEMBER
- **CASH, COIN & CHECKS ONLY** to be collected. No credit cards & no coupons.
- **QUESTIONS** contact VP, Treasurer, President or President-Elect, NOT Event Chair.
- **NO MONEY** allowed to be left in the Money Management Kit.
- **DEPOSIT ALL MONEY** into PTA safe, located in Copy Room.

PROCEDURES:

1. **RETRIEVE MONEY MANAGEMENT KIT** from PTA Closet. Take to copy room.
All supplies are in the MMK.
2. **TOGETHER, TWO COUNTERS COLLECT** from cashiers or money stations, keeping all categories of collection separate. (ie: ticket sales, food sales, raffle)
3. **EVENT CHAIRPERSON** should recommend amount to be left in register, if necessary.
4. **RETURN TO COPY ROOM** both collectors count separately, to ensure accuracy.

For CASH:

- A. **COMPLETE** CASH DEPOSIT VOUCHER form provided:
Count bills & coin totals, keeping all categories separate as necessary.
- B. **COPY** form (Need 1 for Treasurer, 1 for Event Chair). Place in respective folder in MM Kit.
- C. **PLACE** counted money in envelope provided, complete sticker, sealing envelope with it.
- D. **DROP** money in PTA safe located in COPY ROOM.
- E. **CONTACT** Treasurer within 24 hours for next step.

For CHECKS:

- A. **COMPLETE** CHECK DEPOSIT VOUCHER form provided:
Count check totals, keeping categories separate as necessary.
- B. **COPY** form (Need 1 for Treasurer, 1 for Event Chair). Place in respective folder in MM Kit.
- C. **PREPARE** checks: Endorse with bank stamp provided. Make 2 copies of all checks.
- D. **PLACE** counted checks in envelope provided, complete sticker, sealing envelope with it.
- E. **DROP** checks in PTA safe located in COPY ROOM.
- F. **CONTACT** Treasurer within 24 hours for next step.

5. **RETURN MONEY MANAGEMENT KIT** to PTA Closet, NO MONEY enclosed.

REMEMBER TO LEAVE:

___ **IN SAFE:** All money collected, sealed in envelope provided.

___ **IN MONEY MANAGEMENT KIT:** Copies of all completed CASH & CHECK DEPOSIT VOUCHERS with 2 signatures & copies of checks collected for both Treasurer & Committee Chair. Copies of CASH & CHECK DEPOSIT VOUCHERS, with 2 signatures. Supplies, deposit slips, bank stamp.

___ **IN PTA CLOSET:** Money Management Kit, NO MONEY.