

Guidelines for the collection and deposit preparation of PTA funds

- **All deposits given to the treasurer should be packaged together in a bag or envelope with a Deposit Worksheet, checks and cash.** (see online in the Forms page of our PTA website at www.brinkerpta.org).
- If you will be taking cash, you should **notify the treasurer well in advance if you need petty cash** to be able to provide change at the start of the event.
- Make a copy of Deposit Worksheet for your records.
- Fill out the Deposit Worksheet, including the checks (with corresponding name and number for each) and cash totals. **Sign and date the Deposit Worksheet.** If you have a large number of checks, you may just enter them into a spreadsheet, including check number, last name and amount for each check. This is important so that you can correlate back checks to students or orders in the event of a returned check. Print out and attach the spreadsheet to the Deposit Worksheet.
- Make sure you **get a phone number on each check** so we can contact them in the event of a returned check. Note: The last name on the check does not always correspond to a student's last name, so this phone number is very important.
- **If you have cash, you should get this cash to the treasurer ASAP. Cash should be deposited in the bank within 24 hours of receipt.** Contact the treasurer as soon after receipt cash if possible, assuming she/he is not there, to arrange for a time to get the cash. For events that span multiple days, the cash should be deposited at the end of each day. You need to have TWO people, including you, count the cash to confirm the amount and sign the Deposit Worksheet. The treasurer can be the second person. **You should wrap all coins.** If you expect to be taking coins, notify the treasurer in advance so she/he can provide you with wrappers.