

Morris Brandon PTA Cash and Check Deposit Instructions

Per Georgia PTA and our PTA Auditor **No PTA funds should leave the school's property for counting and processing. Following this recommendation protects both the PTA and the parent volunteers.** For example, the Booster-thon chairperson takes home \$40,000 in checks and cash that were raised from the event to count. Volunteers are normally not bonded to protect themselves from a situation if the funds were to go missing.

Because we require **all PTA funds to remain on campus at all times**, we will be available as needed to supervise in the counting of your committee's money if necessary and answer any questions you may have. Typically, deposits can be handled with two of your committee members and need not involve a member of the treasury team. However, if you need assistance with a deposit, please contact Treasurer-Elect, **Ellen Grisett (ellen.grisette@srsre.com or 404.861.5188)** and arrange for a meeting at either the MC or PC.

Please follow the steps below to properly count and deposit committee funds:

- 1. Get Deposit Envelope from Deposit Supply Drawers on top of safe.**
- 2. Get Cash Verification Form from Deposit Supply Drawers on top of safe.**
- 3. If needed, a Coin Counter, Coin Envelopes and Coin Wrappers are in the Deposit Supply Drawers on top of safe.**
- 4. Follow the appropriate instructions below.**

When you have only checks to deposit:

- Count and record your committee's checks on your own time, but you **MUST** remain on campus with the checks while counting and recording
- Keep track for your committee records specific spreadsheet details of each check taken in, including at a minimum, the following information:
 - Name of the check writer
 - Amount of the check
 - Check number
- **Complete the "checks" portion of the Cash Verification Form (towards the bottom of the page) and collect required signatures from your committee to verify your totals – two signatures required.**
- Record the deposit on a deposit envelope.
- Place checks AND Cash Verification Form in deposit envelope.
- Include a copy of your itemized list of checks. May list on Cash Verification Form if only a few.
- Log deposit envelope in the red folder located on top of safe.
- Place the deposit envelope in the safe slot.

When you have cash as all or part of your deposit:

- Money remains in your committee Bee Box until it is time to count
- Money must be counted in the presence of the following:
 - Two of your committee members
 - or
 - Committee member and one of the following: the Treasurer (Anna Logue), Treasurer-Elect (Ellen Grisette) or any PTA Board member
- **Committee members counting money must complete the Cash Verification Form with TWO required signatures (the two people from the above scenario)**
- Record the deposit on a deposit envelope.
- Place cash AND Cash Verification Form in the deposit envelope.
- Log deposit envelope in the red folder located on top of safe.
- Place the deposit envelope in the safe slot.