

Cash Management Cheat Sheet

1. A minimum of 5 days prior to each event, the event chair will submit a written Cash Plan to the PTA Treasurer (an e-mail will suffice). The Cash Plan will designate a Primary Cashier (usually the Event Chair) and will state the number of cash registers (and beginning cash banks including coins) needed for each event. (Number of registers x \$200) A high level of importance should be placed on having cashiers and cash registers in ONE designated area, however for high attendance events, two areas are permissible. A minimum of one cashier for each register must be stationed at each cash register, including breaks.
2. The Treasurer will supply the Event Chair with an Event Cash Bank which will be counted by the Treasurer and Event Chair together prior to the event. Both parties will sign off on the amount of the Event Cash Bank on handoff to the Event Chair, and will again sign off on the amount of the Event Cash Bank on the return of the Event Cash Bank to the Treasurer at the end of the Event, unless the Event Chair and the Treasurer agree that the cash bank is to be included in the last deposit.
3. Each register will be initially funded with from the Event Cash Bank.
4. The Primary Cashier must visit each cash register a minimum of once per hour, or whenever the cash receipts exceed \$200.
5. To perform the cash collection, the Primary Cashier will count receipts with a second cashier. The Primary Cashier will note the time and amount of the collection on the Event Cash Form and the second cashier will witness the count. The cash collection, including checks, will be placed in an envelope, sealed, and the preprinted filled out label should be placed across the seal. The Primary Cashier must then take the cash collection directly to the drop safe and deposit inside.
6. At the time of the preparation of the bank deposit, the Event Chair and Primary Cashier will remove all of the cash collections from the drop safe and do a second count of the receipts. Each person will count all of the money. The counts of the two parties are to be done in each other's presence and must be noted on the Event Cash Form, along with the time, signed by both parties. The cash will be placed in night drop bags for deposit at the bank. The amount of each deposit bag will be noted on the tear-off part of the bag, which is then stapled to the Event Cash form.
7. The Event Chair, Primary Cashier, PTA President, or the Treasurer will make the bank deposit.
8. If checks have been collected a listing must be made of the checks including maker, number, and amount must be noted at the end of the event, and signed by both parties. A photocopy of all of the checks is acceptable. The total of the checks must be noted on the Event Cash Form. The checks must be deposited within 5 days.
9. If any credit card receipts exist, the Event Chair and Primary Cashier (or Treasurer) must reconcile these receipts with the batch reports, noting the amount on the Event Cash form and both sign. For the book fair, the Event Chair will follow the procedures outlined by Scholastic.
10. In NO EVENT will the Event Cash Management Form be kept WITH the deposits in the safe. For a multi day event, at the end of the day, the day's form should be given to the Event Chair or Primary Cashier (whichever will be there the next day). At the end of the event, the Cash Management Form is to be given to the Treasurer (including the tear-off part of the night deposit bag), for reconciliation with the deposits made at the bank.