

# **Lincoln Elementary PTA**

## **PTA Functions/Fundraiser Money Handling Procedures**

### Procedures for Funds/Money Handling:

1. **As stated in the Lincoln PTA Bylaws, each Committee Chairperson must be a PTA member.**
2. Event Chairperson verifies money in cash box(es) provided by the Treasurer. This is to be done prior to the start of the event and as replacement cash and/or cash boxes are distributed during the event.
3. More than 1 person must be at the cash box(es) at all times. Event Chairperson is to designate individual to be handling money.
4. Two PTA members must be present whenever funds are collected/counted. PTA money is not to leave the Lincoln School premises except for deposit to the bank. Two separate adding machine tapes must be prepared to show the total of checks, paper currency and coin. The individuals preparing these tapes must balance with each other before leaving the counting area. Each matching tape needs to be initialed and dated by the individual counters. Funds must then be turned over to a PTA Officer for a bank deposit to be made (the Chairperson is responsible for making these arrangements with an Officer).
5. Making Change During Events. Any funds of \$20.00 and over being removed or collected from the cash box(es) for the purposes of making change during an event, will be done by the event Chairperson(s) and/or a PTA member(s) designated by the event Chair(s).
6. Money Counting During an Event. Funds will be taken to a designated counting area by a PTA Officer if available or the event Chairperson. A minimum of 2 PTA members are responsible for the counting of the money in accordance with the procedures established in 4. above.
7. Bank Deposits will be made by a PTA Officer on a daily basis when warranted. When possible, deposits will be made during regular banking hours. Deposit slips will be turned over to the PTA Treasurer. The Treasurer will report to the Chairperson the amount of money processed/collected/deposited.
8. The school office may be used by PTA Officers as a secure holding place of funds on an as needed basis. The PTA President, Treasurer and one Staff PTA Board Member will possess the safe combination.
9. PTA money collected off site must be collected/counted/processed by two (2) PTA members and forwarded to the PTA Treasurer or an Officer as soon as possible.

The above stated procedures were approved by the Lincoln PTA Executive Board.

**Dated: October, 2005**

**By: Lincoln PTA Executive Board**