

CASHIER & DEPOSIT PROCEDURES

All PTO funds must be counted with 2 people present. This dual-control process is necessary to verify the amount of the funds being received, transferred &/or deposited.

The Cashier & Deposit Report is necessary anytime cash &/or checks are received at a PTO event and prepared for deposit. The following background data should be recorded on the form:

- Volunteer's Name, Email Address & Phone Number
- PTO Activity Name & Date
- Date Deposit is Submitted
- Total Amount of Deposit
- Description of Deposit

STARTING CASH

The "Starting Cash" amounts will be documented by the PTO Treasurer or other designated officer. He/she will sign the appropriate section, confirming the amount in the Cashbox. The volunteer receiving control over the Cashbox will verify the amounts received and sign the appropriate section. Discrepancies must be addressed when the Cashbox changes hands from the PTO officer to the event volunteer, prior to the start of the event.

Any additions to or subtractions from the Cashbox (Treasurer brings more change or collects large bills to store more securely elsewhere) must be recorded. These transactions must be performed under dual-control, with both parties signing the document as confirmation of the amounts changing hands. Do not include even change-making transactions. (Example: Treasurer replaces a twenty with 20 ones.)

ENDING CASH / DEPOSITS

A separate Cashier & Deposit Report should be completed for each different Cashbox at the PTO event. Do NOT co-mingle deposit funds from more than one Cashbox or PTO event/function. The following information, pertaining to cash and checks received, is needed on the Report:

- Breakdown of the cash denominations
- "Starting cash" amount, if included within the deposit
- Total amount of cash included in the deposit
- Total amount of the checks collected and included in the deposit
- Total deposit amount

At the end of the PTO event, all cash and checks must be counted by 2 individuals. Both volunteers are required to sign the document, verifying the amount of the ending cash/deposit amount. The Report should be immediately taken to the School Office for verification and safekeeping.

With one of the volunteers who prepared the deposit as a witness, the School Office Administrator will verify the amount of the deposit (cash and checks). He/she will sign the Cashier & Deposit Report as verification of the deposit amount, place the contents of the deposit into an envelope, and seal the envelope. Both the Office Administrator and the volunteer who prepared the deposit will sign the "seal" of the envelope. The Cashier & Deposit Report should be stapled to the outside of the envelope. This entire process must occur under dual control.

The Office Administrator will secure the deposit until the PTO Treasurer takes receipt of the envelope (with 24 hours).

With the Office Administrator as a witness, the PTO Treasurer will open the sealed envelope and verify the amount of the deposit (cash and checks). He/she will sign the Deposit Notice, verifying the amount of the deposit, and take the contents of the envelope to be deposited.