

Saint Benedict School PTA
Procedure for Collection/Submission of Funds

The following procedure for collecting/submitting funds relating to PTA fundraisers or special events was effective as of November 1, 2005.

- ❖ All chairpersons for fundraisers or special events who collect funds should submit those funds to the PTA Treasurer on a weekly basis so that a deposit can be made immediately. This will eliminate the responsibility of holding on to large sums of money at any one point in time.

- ❖ **Form:**
 - Along with each submission the attached form must be completed and filled out for each fundraiser/event. Use a separate form for each sub- category of a fundraiser/event. For example: Event Name and the subcategories would be donations, ticket sales, 50/50 etc. This will help us to distinguish the sources of funds collected.
 - This form will also break out the funds between cash and checks and will serve as the official amount that is agreed upon and should be deposited.
 - In addition to just classifying the funds between cash and checks the funds should also be separated by monetary denominations (\$1, \$5, \$10 etc.) when ever possible. This will not be practical for some fundraisers such as the Fall Wrap and Easter Candy sale since each amount/check is different. In these cases a tape adding up all the amounts is required.
 - A copy of all checks should also accompany the submission. This is done for reference purposes in the event of a discrepancy with the deposit or a problem with a check.

- ❖ Both the Chairperson and PTA Treasurer will sign the form.

- ❖ Once the deposit is made the chairperson will receive a copy of the deposit slip for their records.

This procedure is mandated in order to create a stronger internal control of our PTA funds.

Name of Fundraiser/Event: _____
 Sub-Category of Funds: _____

Date: _____

CASH COLLECTED:

\$ Denomination	Number of Bills/Coins	Total
\$1		
\$5		
\$10		
\$20		
\$50		
\$100		
Coins		
Total		

CHECKS COLLECTED:

\$ Denomination	Number of Checks	Total
Total		

Grand Total of Cash & Checks: _____

Signatures: This section states that all parties are in agreement to what has been collected as of the date stated above and what should subsequently be deposited into the PTA checking account.

Chairperson: _____

Print Name

Chairperson Signature: _____

PTA Treasurer Name: Fran Sullivan

PTA Treasurer Signature: _____