

Fairlands Elementary



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2010/2011 Procedures for Cash Receipts

Events: Book Fair, Fall Festival, Holiday Breakfast, Family Fun Night, Run for Reading, etc.

Before the event, the Committee Leader must:

- Request cash box change, if needed, by completing the Cash Advance Form, at least one week before the event and contact Rashmi Singhanian, *Treasurer*, to coordinate cash delivery.
- Contact Casey Pozzi, *Financial Secretary*, to confirm availability of herself or of another Executive Board member to assist in counting the money after the event.

After the event:

- Be available to count the cash receipts with the Financial Secretary (or designated Executive Board member) immediately upon conclusion of the event.
- The Financial Secretary will complete the pre-numbered 2 part NCR PTA Cash Receipt form. The Committee Leader and Financial Secretary must sign the bottom after completing.
- The Financial Secretary will retain the yellow copy of the PTA Cash Receipt Form and take the cash/checks to the bank for deposit immediately after the event.
- The Committee Leader will retain the white copy of the PTA Cash Receipts for their records.

Selling Activities: Gift Wrap, Spirit Wear, Mixed Bags, Yearbooks or any event needing order reconciliation

Before/During activity, the Committee Leader must:

- Contact Casey Pozzi, *Financial Secretary*, to schedule counts of cash/checks received on a regular basis. (Money needs to be counted and deposited as soon as possible after receipt to avoid theft, loss, and returned checks.)

After event has completed:

- The Committee Leader and the Financial Secretary or designated Executive Board member must count the cash/checks received.
- The Financial Secretary will complete the pre-numbered 2 part NCR PTA Cash Receipt form. The Committee Leader and the Financial Secretary must sign the bottom after completing.
- The Financial Secretary will retain the yellow copy of the PTA Cash Receipt Form and take the cash/checks to the bank for deposit immediately after the event.
- The Committee Leader must retain the white copy of the PTA Cash Receipt for their records.

Contact Information:

Casey Pozzi, *Financial Secretary*, 426-1552, or casey_pozzi@sbcglobal.net

Rashmi Singhanian, *Treasurer*, 924-1918 or rashmisinghanian@yahoo.com