

# Handling money for a PTSA Event

## Supplies

1. Tally sheets
2. Expenditure/Reimbursement forms
3. Bank Bag containing Deposit book, bands, paper wrappers, night deposit bag and key if necessary
4. Cash box
5. Receipt book

## To remember

1. Always use a Tally sheet
2. Always write date and name of program on the sheet.
3. Need **two** people to count and sign Tally Sheet.
4. Bank deposit immediately and attach white bank slip from teller to the Tally Sheet
5. Money is never to be taken out of cash to pay for items, deposit money and then write check for expenses.
6. Need an invoice or receipt for all expenditures.
7. Deposit books etc to be left back in the PTSA cupboard.
8. When cash is transferred between people, use the receipt book to record the transaction.

## Cash float

1. If you need a cash float for an event, at least **3** days before the event, please give an 'Expenditure/Reimbursement form' to the treasurer fully filled in with amount needed and in what denominations.
2. When the transfer of cash is made between treasurer and event organizer, make sure a cash receipt is filled in and given to the treasurer.

## Checks

1. If you need checks for an event, at least **3** days before the event, give 'Expenditure/Reimbursement forms' to the treasurer fully filled.

## Receipts/Invoices

1. For events such as Raven night, please ensure pizza receipts is included with paperwork to back up the expenditure/reimbursement form filled in prior to the event.