



Grayhawk Elementary PTO Cash Handling Procedures and Guidelines

1. DEPOSITS PROCESSED THROUGH PTO BIN

All payments and their respective order/sign up forms are to be sent to the office and dropped in the PTO Bin. The Bin should not be processed by only one person.

- Payments should be sorted and grouped by purpose (birthday grams, spirit wear, tax deductible donation, etc.) and a separate Deposit Form should be completed for each group/purpose.
- One person should count the money and complete a Deposit Form. One each Deposit Form, the following should be completed:
 - Date
 - Form of Payment (check/cash)
 - Total dollar amount of deposit
 - Detailed description of what payments are for including vendor and date of event, if applicable
 - Name of person counting should be legible in case there is a question on the form
 - Please include phone number or email in case there is a discrepancy so we can contact you
- A second count of the funds should be done by the second person and the form should be signed by BOTH people sorting the bin.
- A copy of the Deposit Form should be attached to any forms that came with the payments and put in the appropriate Committee Chair's box.
- The original Deposit Form should be secured to the related payments and the Deposits should be placed in the PTO Safe (located in the PTO Office) and must be recorded on the Deposit Log located on top of the PTO Safe.
- See PTO Bin Procedures for more information.

2. DEPOSITS RELATED TO OFF-SITE EVENTS

All money collected at an off-site event is to be in the control of at least two adults at all times, and preferably should be kept in an area with limited access, away from the main event.

- When the event is over, the money is to be counted by at least two adults. If possible, the count should be completed by the Committee Chair and the VP Events, Treasurer or President.
- A Deposit Form must be completed and signed by both people counting the money.
- The money should be placed in a cash box with the Deposit Form and is to go home with the Committee Chair, VP Events, Treasurer or President.
- An email needs to be sent after the count to the President, Treasurer, VP Events, and Committee Chair with the total of the deposit.
- Cash should be taken to the PTO office and placed into the PTO Safe and recorded on the PTO Safe Deposit log, which is located on top of the PTO Safe, as soon as possible to await transfer to the Bank.

3. DEPOSITS RELATED TO ON-SITE EVENTS EXPECTED TO RAISE OVER \$1,000

All money collected at an on-site event is to be in the control of at least two adults at all times, and preferably should be kept in an area with limited access, away from the main event.

- When the event is over, the money is to be counted by at least two adults. If possible, the count should be completed by the Committee Chair and the VP Events, Treasurer or President.
- A Deposit Form must be completed and signed by both people counting the money.
- The money should be put into the PTO Safe, which is located in the PTO Office.
- If, for some reason, the money cannot be placed in the PTO Safe, please follow instructions for handling of cash at off-site events.
- An email needs to be sent after the count to the President, Treasurer, VP Events and Committee Chair with the total of the deposit.

4. DEPOSITS RELATED TO ON-SITE EVENTS EXPECTED TO RAISE LESS THAN \$1,000

At the conclusion of the event, the money collected is to be organized and appropriately labeled with the event name, date, and name of person collecting the money. The money should be immediately taken to the school office and placed in the PTO Bin to be processed.

5. DEPOSITING FUNDS TO THE BANK

Below is the process to follow when depositing funds to the Bank.

- The Treasurers should retrieve their specific deposits, preferably once per week or at minimum every two weeks, from the PTO Safe. Deposits should be signed out of the Safe by the Treasurer using the Deposit Log located on top of the PTO Safe.
- The Treasurer should recount the funds and complete a bank deposit slip. The name of the event should be written on the bank deposit slip.
- If there is a discrepancy in the amount counted by the Treasurer and what was stated on the original Deposit Form, the Treasurer should note the discrepancy on the Deposit Form and make a copy. Put a copy of the form in the appropriate officer or committee chair's box.
- The Treasurer should take the funds to the Bank within two days of retrieval.
- The bank deposit receipt should be attached to the deposit back up (forms, check stubs, etc.) and filed in the current-year Treasurer files in case there is a bank discrepancy.

6. CASH FOR EVENTS

Small bills are available for fundraising events. There is an envelope in the PTO Safe that contains a total of \$250.

- All cash needs to be checked out through the PTO Treasurer or President and returned the same day.
- When returning the cash, please try to leave smaller bills in the cash bag so it will be ready for the next person to utilize for change. If that is not possible, please notify the PTO Treasurer that smaller change is needed in the cash bag.
- You can request additional cash for larger events with at least a week's notice to the PTO Treasurer.
- There is a form that needs to be filled out that includes your name, date, the amount being checked out and then the amount checked back in. Be sure to include the denominations required and the date required.

- The Treasurer will obtain the additional cash needed and leave it in the PTO Safe.
- A receipt stating the initial amount of cash will be placed in each cash box at the start of any event and signed off by the committee chair.

Other important information:

- At NO given time should volunteers under the age of 21 be allowed to count money from any event.
- Metal cash boxes should be utilized to transport cash; there are extra cash boxes in the workroom cabinets. Empty cash boxes or cash bags should be used to pull money from other cash boxes in use at the event, so there is a secure way of transferring the money to count it.
- Multiple cash boxes should be requested and available for the committee and volunteers to use during large events. Each cash box should be assigned to a specific area/person. That person can let others know when there is a large amount of money in the cash box that needs to be pulled and counted.
- Cash boxes must be in the control of a responsible adult at all times.
- When money collected at events is counted, the original \$250 cash should be replaced in the cash bag in the PTO Safe and segregated from any additional cash requested before reporting the event revenue deposit amount.

7. CREDIT CARD PROCEDURES

Credit Card information may be provided as part of various fundraising activities, including classroom donations.

- The PTO Treasurer or Room Parent Treasurer will run Credit Card payments through PayPal.
- If issues are encountered with the Credit Card information provided, the PTO Treasurer will follow-up with the provider of the information to ensure valid credit card information is provided.
- Documents which include credit card information must remain in the locked file cabinet to ensure confidentiality.

8. PAYPAL

PayPal is provided as a convenience for parents/donors to remit money electronically for events and other purposes such as tax-deductible donations.

- Events and the online purchase information are maintained by the Website Administrator. The Treasurer will receive an email from PayPal when a payment is received.
- The Treasurer should transfer the money collected in PayPal to the PTO operating account at least weekly, if not a few times a week during larger events.
- If a new PTO Treasurer is elected, the PayPal account owner should be updated to be the new PTO Treasurer. They will need to establish a PayPal account and password. The PayPal owner information should be updated within PayPal to reflect the new PTO Treasurer. This user will have administrative responsibilities.
- A generic PayPal login will be available to the President, Treasurer, and Website Administrator and only they should know this PayPal login and password. This login will be used to log volunteers into the iPads to process PayPal transactions at the various events throughout the year.

9. BANK RECONCILIATIONS

Bank reconciliation should be completed within one week of the end of the calendar month and hardcopies should be provided to the President for review.

10. EXCEPTIONS

Exceptions to these policies can be made by Board approval by a majority vote.

If there are time constraints and an exception needs to be made before the upcoming PTO meeting, the President may make the decision to allow/disallow the exception if she/he deems it to be in the best interest of the school and the families, and if the current school principal approves the President's decision. The Board will be notified of any exceptions within 24 hours.

11. UPDATING OR CHANGING THE GUIDELINES

Guidelines should be reviewed by the President and Treasurer annually, and any modifications should be discussed and voted upon by the Executive Board at a PTO meeting. The amended guidelines and supplemental documents should be completed and posted within 30 days of the meeting.

Grayhawk Elementary PTO Cash Handling Procedures and Guidelines are subject to review and may be changed as deemed necessary by a majority vote of the current PTO Board and approval by the current school principal.

Adopted 12/10/13
Revised 10/10/15
Revised/Approved 9/19/19