

## Running a Cloverly PTA event that involves money

### **Starter Cash - 2 options**

1. Get in contact with the treasurer prior to the event to complete an Advance Money form to get a check written to cover the money needed for starter cash.
2. Putting in your own starter cash. This requires 2, non-related, adult individuals to count the money you are putting in prior to the start of the event. They must complete the top portion of the Starter Cash Verification Form indicating the amount received.

### **Event**

1. All cash should be kept in a safe location during / after the event. A locked cash box is preferred.

### **Settling after the event**

1. All cash should be counted at the end of the night by 2 non-related, adult individuals. A Cash Receipt Verification Form should be completed. All cash should be tallied and totaled and documented on a Cash Receipt Verification Form. Prior arrangements should be made to get the funds to the treasurer within 24 hours of the event.
2. The starter cash that was put in at the beginning of the event should be counted out and verified by 2 non-related, adult individuals and returned to the individual who put in the money. The bottom portion of the Starter Cash Verification Form should be completed and turned in with the finances from the event.
3. Under NO circumstances should expenses be paid out of cash made at the event. All expenses should be submitted on the PTA reimbursement form to be paid out through the PTA account. All cash, less any starter cash should be turned over to the PTA Treasurer at the conclusion of the event.
4. Checks - should be documented and totaled on the Cash Receipt Verification Form.

### **Committee Chair Documentation**

1. Each committee chair should keep accurate records of the transactions from their event.
2. A record of cash / money received and a record of expenses.
3. The purpose is this - it is best to keep accurate records in case of any miscommunications, any lost records and to pass along to the next chair member to help aid them in planning. It can be helpful to see what was done in the past to determine if it worked or if something needs to be changed.
4. At the conclusion of the event a copy of these records should be turned into the treasurer.