Lunada Bay PTA Board Cash Verification Form Guidelines

EVENTS/COLLECTION OF MONEY

The event chairperson will need to be prepared for the following *before* and *after* the event:

- Have a Cash Verification Form and Envelope ready
- Count the money/cash at the end of your event
- Deposit the Verification Form and cash/checks into the school safe during school hours
- Cash or Checks should not go home

Event examples include but not limited to: Spirit Sales, Fun Run, Halloween Parade/PTA Directory Sales, Book Fair, Variety Show, Hoedown.

Suggestion: Request a General PTA Member to volunteer for solely helping count the cash/checks and complete the Cash Verification Form

CASH VERIFICATION FORM

The cash form can be found on the PTA website at
http://lunadabaypta.com/Docs/Executive%20Board

Checks require one signature of any Lunada Bay PTA General Member (ex. Cathy Wagoner, Office Manager)

Cash requires two signatures of any Lunada Bay PTA Board Member (ex. Tonya Inman)

DEPOSIT PROCEDURE

1. COMPLETE CASH VERIFICATION FORM INCLUDING SIGNATURE(S)

2. ENCLOSE CASH OR CHECK(S) INTO ATTACHED ENVELOPE

3. SEAL ENVELOPE AND SIGN YOUR NAME ACROSS THE CLOSED SEAL

4. CHAIRPERSON DEPOSITS IN SAFE LOCATED IN THE OFFICE

5. PLEASE EMAIL THE FINANCIAL SECRETARY at nicolegstraw@gmail.com ALERTING THAT THE DEPOSIT HAS BEEN MADE INTO THE SCHOOL SAFE

VERIFICATION FORM SIGANTURE(S)
If the required signature(s) are missing the form will be returned to you for completion.

THANK YOU!

CASH VERIFICATION FORM
(Membership, Fundraisers, Donations)

START UP CASH $

COINS

_____ x 1¢ =_____
_____ x 5¢ =_____
_____ x 10¢ =_____
_____ x 25¢ =_____
_____ x 50¢ =_____
_____ x $1   =_____

TOTAL $_____

CURRENCY

_____ x $ 1 = _____
_____ x $ 5 = _____
_____ x $ 10 = _____
_____ x $ 20 = _____
_____ x $ 50 = _____
_____ x $100 = _____

TOTAL $ _____

UNIT NAME _____

ACTIVITY   **DATE**

COINS

_____ x 1¢ = _____
_____ x 5¢ = _____
_____ x 10¢ = _____
_____ x 25¢ = _____
_____ x 50¢ = _____
_____ x $1   = _____

TOTAL $ _____

CURRENCY

_____ x $ 1 = _____
_____ x $ 5 = _____
_____ x $ 10 = _____
_____ x $ 20 = _____
_____ x $ 50 = _____
_____ x $100 = _____

TOTAL $ _____

CHECKS *Attach adding machine tape of itemized checks.*

#	$	#	$
#_____	$ _____	#_____	$ _____
#_____	$ _____	#_____	$ _____
#_____	$ _____	#_____	$ _____
#_____	$ _____	#_____	$ _____
#_____	$ _____	#_____	$ _____
#_____	$ _____	#_____	$ _____
#_____	$ _____	#_____	$ _____
#_____	$ _____	#_____	$ _____
#_____	$ _____	#_____	$ _____
#_____	$ _____	#_____	$ _____
#_____	$ _____	#_____	$ _____
#_____	$ _____	#_____	$ _____
#_____	$ _____	**TOTAL $**_____	

GRAND TOTAL $

Membership Dues

#_____members @ $_____(dues) = $_____+ donations = $_____Grand Total $ _____

FOR OFFICIAL USE ONLY

Signature_____

Signature_____

Signature_____

Amount Received: $ _____

Signature_____

Date _____