

 **PTA Money Handling Responsibilities** 
Linkhorn Park Elementary School

- The committee heads are responsible for choosing parties to handle money transactions at their events.
Two (2) PTA volunteers are needed per money area.
 - At the beginning of the event, the two (2) money handlers should sign the appropriate form to acknowledge receipt of any petty cash.
 - Money shall not be left unattended during any event.
 - At the end of the event, the two (2) money handlers are to count the money in each other's presence, and record that amount on this receipt.
 - Both parties shall sign this receipt.
 - Money and the receipt shall be turned over the PTA treasurer on the same day. If the treasurer is not available, it shall be turned over to another executive board member (President, Vice President or Secretary), with the signed receipt attached.
 - The PTA treasurer shall count the money prior to the deposit to verify the amount on the receipt.
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Receipt For Funds

Date: _____ Event: _____

Starting Cash (if applicable): _____ Initial(s): _____

Funds Collected:

Cash- _____

Checks- _____

Total- _____

Money Handlers:

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Signed received by PTA Executive Board Member: _____

Official Use Only:

Date Deposited: _____ Amount Deposited: _____

Category: _____