

# RECEIPT OF PTA FUNDS

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- ✓ Detailed supporting documentation should be maintained for every deposit.
  1. Use **funds received forms**. (A sample form is on page 48 of Utah PTA's *Treasurer Handbook*, Revised 2005.) Consider making a copy of the completed deposit slip (which will show the date and the total amount of the deposit) and the checks to be deposited. Be sure to note the source (e.g., memberships, T-shirt sales, fundraiser, sales tax refund) and any other pertinent information. Attach any supporting documentation available to the form.
  2. Number the deposits and attach deposit receipts (from the bank) to the funds received forms.
  3. Retain funds received forms with financial records.
  
- ✓ Three people should be present for all counting of cash (membership dues, book fair receipts, fundraising activities, etc.).
  1. Use money counting sheets, with three signatures. (A sample form is on page 50 of Utah PTA's *Treasurer Handbook*, Revised 2005, or use something similar you like better.)
  2. Attach counting sheets to funds received forms, utilizing one set of counting sheets per deposit so that the count agrees to the amount of the deposit. (Alternatively, provide a reconciliation of counting sheets to deposit amounts.)
  
- ✓ All money received should be deposited the same day.
  1. Two people should take the deposit to the bank.
  2. Money should NEVER be taken home.
  3. Use the bank's night depository for events concluded after banking hours. (You can obtain a key from the bank.)
  
- ✓ Preparing deposits periodically throughout a lengthy event, such as a book fair, will minimize the time required at the conclusion of the event.