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Counting Money is a three part process

College Park procedure for handling money after an event or activity

Notify Financial Secretary via phone/text at _____ or email at financialsec@collegeparkpta.org the dates you will be counting money. This gives them an idea of when to expect a deposit. You may also contact them with any questions on these procedures.

Part I: 1st Preliminary Count

1. Money must be counted on school grounds, not taken home.
2. This is your first count of money given for an activity (2 or more people, must be present before any envelopes are opened and/or money is counted, and one must be an Executive Board member)
3. Open donation/order from students and verify that the amount included matches the amount stated on the form. If the amount given is **incorrect** the Executive Board Member contacts the parents regarding the discrepancy.
4. The **check** must have on the **Memo Field**: Student name, Teacher and Activity
5. The check must be written to **College Park Elementary PTA or College Park PTA**. If the check is written to 'College Park School' or 'PTA' or 'College Park' there may be problems depositing it.
6. An example of Membership: You open the application, check to make sure the check or cash given matches the application amount. If everything is o.k., place the money in a pile.

Part II: 2nd Submitting Funds for Deposit

1. Money must be counted on school grounds, not taken home.
2. Count money from the preliminary count (2 or more people, one must be an Executive Board member). These may be the same people involved in the Preliminary Count.
3. Use the **Cash Verification Form** (Blue in color found in Hot Room Desk) to total the money to be deposited.
4. In addition to the **Cash Verification Form**, you'll need a printing calculator to print a tape. You may use an excel spreadsheet or other method but you **must** generate a **printed copy** to submit with your form.

Counter Begins:

1. Put the currency in order by amount. Count the currency, and fill out the currency section of the Cash Verification Form.
2. Count the Change, separating each type of coin. If you have enough change, use coin wrappers (located in Hot Room Desk).
3. List the checks on the **Cash Verification Form** and run a calculator tape. Make sure you keep the checks in the order they are listed on the form and the calculator tape.
4. Complete the **Cash Verification Form**, making sure that the total on the form is equal to the amount on your calculator tape. If it is not, rectify. Paperclip (**DO NOT STAPLE**) the calculator tape and Checks Slip (if used) to the **Cash Verification Form**. Then, print your name and sign the Cash Verification Form.
5. Give to the Verifier.

Verifier Begins:

1. Repeat steps 1 to 4 above under Counter Begins.
2. What do I do if the totals are not accurate?
 - a. If the totals are not accurate and changes can be made easily, make the change and initial the area of the change. Then have the First Verifier confirm the change by counting that item again and initial your change.
 - b. If the change is not easily made, you must use a new form and have the Counter re-check and sign the new form.
3. Print and sign your name on the Cash Verification.
4. Make a copy of the Cash Verification Form for the Committee Chair's records.
5. Paperclip the calculator slip and Check Slip Form to the **Cash Verification Form**.
6. Wrap the **Cash Verification Form** around the money and place inside a Gray office folder that is marked PTA Deposit (found in Hot Room Desk). Write the activity on the envelope. You may place more than 1 **Cash Verification Form** in an envelope. Fasten the envelope and ask School Secretary to open the safe. Sign the safe deposit log and let the Financial Secretary know that there is money to deposit in the safe via phone/text at _____ or email at financialsec@collegeparkpta.org

Part III: Financial Secretary Verifies the Counted Money

The Financial Secretary will re-count the money to verify your totals. They will sign the Form and deposit the money in the bank. Once deposited, they will give you a copy of the Cash Verification Form with the deposit receipt. Keep with your committee files.