



Handling Cash and Checks On Event Day

Please follow these procedures when receiving form with payment (check or cash). Any questions regarding payments should be directed to the treasurer at treasurer@terrasetpto.org. Checks and cash stay with forms until processed by the program responsible for the form. Thank you!

What You Will Need

Prior to the event's start, you should have:

- One or more cash boxes
- A blank Event Sales Report form
- Petty Cash
- Designated PTO members to handle cash

Petty Cash

Event coordinators should request petty cash from the Treasurer. The amount will depend on the size of the event, but we recommend \$100 in various bills to start off your "register". Enter the starting petty cash amount on the Event Sales Report. At least 3 days prior to your event, email treasurer@terrasetpto.org to request your starting cash & the denominations needed. Please give our treasurer at least 3 days so he/she can arrange their schedule to get to the bank!

Handling Cash

- Only assign responsible, known, adult volunteers to make sales and handle cash.
- Instruct volunteers to make every attempt to keep cash organized by denomination. This will make the job of the Treasurer infinitely easier at the event's close!
- Instruct volunteers to only give cash to the Treasurer, PTO officer, or other designated "Cash Collector" who will secure cash periodically.

Closing Out Cash Box

At the event's end, before leaving the premises, the cash must be counted and final amounts recorded on the Event Sales Report. Three people must bring the cash to a secure room to count cash, checks or other forms or payment. The three individuals should include: The Treasurer or other PTO Officer, Event Coordinator or their designate, and another PTO member in good standing. No less than 3 adults must be present when counting the money. Money should be counted at least twice to verify the amount.

The Event Sales Report

Cash, checks and the signed Event Sales Report should be placed into a PTO Cash Deposit Envelop and given to the Treasurer for deposit at his/her earliest convenience.