

Little Cedars PTA- Money Deposit Procedure

If you are a Little Cedars PTA Chairperson and your event requires a cash box, please refer to the Little Cedars PTA Cash Box Procedure. If your event does not require a cash box, please follow these steps whenever you need to submit money to the PTA Treasurer.

1. The Money Receipt/Tally Sheet you will need to complete can be found on the Little Cedars PTA website www.littlecedarspta.org. Please complete the right side of the form.
2. Please remember to include the Program (i.e. budget line item) and the Committee Chair's name at the top of the form.
3. Always remember to sign the form and also have another PTA member count the money and sign the form in pen.
4. **Per Washington State PTA laws, the PTA Treasurer may not accept any money that has not been counted by two PTA members.**
5. You may choose to make arrangements with the PTA Treasurer to drop the money off at his/her home or put the money in the PTA mailbox in the Little Cedars Staff Workroom.
6. Please contact the PTA Treasurer by phone or e-mail prior to submitting a deposit in the PTA mailbox. You can obtain the current PTA Treasurer's contact information from the website listed above.
7. If you are a Committee Chair doing an ongoing event, such as Fall Fundraiser, Yearbooks, Spirit Wear, and are receiving many checks and large amounts of cash, please make frequent smaller deposits to the PTA Treasurer. Do not wait until the end of your event to turn in the entire deposit.
8. **Per Washington State PTA laws, PTA money should not be kept in private homes for any length of time.**
9. Please make arrangements to get the money to the PTA Treasurer as soon as possible after an event. This will reduce the amount of NSF checks and bank fees.
10. Most importantly, if you don't know, don't hesitate to ask!