

Cash Box Request

If you are in charge of an activity that needs to have change prepared, submit a “Cash Box Request” form to the treasurer at least one week in advance of the event. On the form, indicate the kind of change you need and the number of cash boxes you need. Also, please email or call me to make me aware of your need. Cash boxes require a trip to the bank, so advance notice is essential.

Cash Verification Form

If you are in charge of an activity that generates money, such as a fundraiser, you must verify the total amount being turned in and complete a “Cash Verification Form” to accompany the deposit. If a vendor sends a check directly to the school (i.e. from Jamba Juice), I will process the verification and will email you to let you know the check was received and for how much. If we are receiving funds (cash and/or checks) at the event, two committee members must count the money together and you both sign the form on the bottom left where it says “signature.” The form and the money must be handed over to the PTA president, a vice president, or treasurer, or secured in the Coyote Ridge safe (through Ms. Hollowell) or in the PTA safe (under the white mailbox in the staff workroom) at the end of the event.

Please count and log coins, cash and checks on the Cash Verification Form. When collecting checks:

- Make sure the checks are made payable to Coyote Ridge PTA.
- Make sure the date is correct (not post-dated).
- Make sure the \$\$\$ amount matches the written words.
- Add the student name and the teacher or room number in the memo field. This may be the only way for the treasurer to track down NSF checks.
- Checks should be stamped on the back with the PTA’s bank endorsement stamp. The stamp can be found in the PTA Tackle Box that is stored in the staff workroom.
- If there are 10 or fewer checks, just list them on the verification form. If there are more than 10 checks:
 - Two identical calculator tapes should be run to confirm that the total is correct.
 - Please be sure to begin your tapes with a *0* or *C* to ensure the tape is starting at zero.

I will always do my best to anticipate the financial needs of our programs, but let me know when you are starting to think about the \$ part of your event so we can be working together. I think that working with money can be stressful, so I hope you won’t hesitate to call me or email me with any questions or if you need more information. I look forward to working with you this year!

Sincerely,

Tammy Coghill

Treasurer, Coyote Ridge PTA

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