Financial Secretary

1. Attend all PTA board meeting monthly during school year and the 5 PTA general meeting. Input into voting decisions regarding budget and programs is a priority in this position.
2. Events

* The committee chair and one other person will count the money from each event. They will email you and let you know that they have counted the money, filled out the verification form and placed it in the safe in the office.
* However, I try to be at the big events (Fall Festival, Book Fair, etc.) on the last day and collect all money to deposit

1. Verification of money/Cash Verification Form

* You are the third counter for all events and fundraisers.
* The cash verification form must be completed with *two* signatures prior to you verifying the amount and signing on the bottom right side with the date.
* If you receive a check in the mail (made to PTA- for example: Nugget Scrips Program)- ok to have one signature before you verify and then sign since there is no committee involved.
* This form will be stapled to the receipt that you will receive at the bank after the deposit.
* Place in the treasurers folder in the office and email her/him that the form is there

1. Receipt accountability

* Write the date, amount and event of deposit on the receipt form
* Keep for records, committee chairs may ask for verification

1. Deposit checks

* Stamp the back of the checks with the PTA B of A stamp
* Count the number of checks and see if it matches the number on the cash verification form (filled out by the committee)
* Each check must be made out to Pioneer PTA (not Pioneer School- those checks will need to be returned to principal/front office staff or if intended to go to PTA, the person writing the check will need to be contacted)
* Verify the total dollar amount
* Fill out deposit slip- do not need to list all checks separately, just write the dollar amount and date.
* Bank will print on deposit slip- banks keeps the white copy and we take the yellow copy and place into the deposit slip box kept by the financial secretary
* Receipt of deposit printed by bank will be stapled to the cash verification form that is placed into treasurers box

1. Deposit cash

* Verify that the cash amount is the correct amount that is listed on the cash verification form (see above).
* Coins must be rolled or placed into plastic bags (provided by bank and then to be counted by bank)
* Cash can be deposited using the same deposit slip as the checks if it is from the same event/day (ex: Monday book fair money-cash and checks from that day on the same slip)
* Same process as above re: deposit slips and bank receipts

1. Cash advance

* Sometimes committee chairs will ask for cash before an event (ex: Fall Festival, Spaghetti feed etc.)
* The treasurer will write a check made out to PETTY CASH
* Take the check and the specific requirements of bills requested by the committee to the bank
* Put cash in B of A bags (kept by financial secretary) into safe and let committee member know it is there