

Martin Middle School PTA – Event Cash Management Checklist & Deposit Form

An event cash management kit should include the following: Petty cash (if needed), cash box, deposit tickets, cash bag, deposit stamp for checks. You should return event kit to the Treasurer at end of event or end of event series (whichever is agreed upon by Event coordinator and Treasurer). You should complete a separate checklist/form for each event and deposit. Any payments received via Swipe should not be included in your funds received/deposit preparation form.

Event Name: _____

Event Date: _____

Petty cash must be counted and signed off on by two unrelated persons authorized by the Board prior to accepting payments at event.

Petty cash amount: _____ Check box if no petty cash was on hand for this event.

Print name/signature #1: _____/_____

Print name/signature #2: _____/_____

Funds Received/Deposit Preparation Form

Total Amount of Cash Received: _____

Total Amount of Coins Received: _____

Total Amount of Checks Received: _____ (No. of checks: _____)

Total Funds Received: _____

TOTAL DEPOSIT AMOUNT: _____

(TOTAL DEPOSIT AMOUNT Breakdown = _____ Amount Petty Cash + _____ Amount Funds Received)

Date of Deposit _____

Deposit Budget Category: _____

Deposit Description:

Deposit amount must be verified and signed off on by two unrelated persons authorized by the Board at the end of event.

Print name/signature #1: _____/_____

Print name/signature #2: _____/_____

Deposit

Deposit at any PNC branch location using the provided deposit ticket(s). Record all checks as indicated on deposit ticket form. Depositor should include yellow carbon copy of deposit ticket with this form to Treasurer.

Deposited by: _____ Deposit Date: _____

For Treasurer Use: Deposit amount _____ Deposit date recorded _____

Budget Category _____