

# Croft Community School PTA

## DEPOSIT PROCEDURES

1. All **DEPOSITS** must be counted by (2) people. These same (2) people must sign the Deposit Voucher Form (available in Parent Center files and on PTA Website under *Quick Links* Treasury Information).
2. All **CASH** should be bundled/rolled by denominations in the amounts below if you have enough to do so. If not, please sort by denomination so that the bank can recount easily. Denominations should not be mixed in a bundle. There are wrappers for the coins and self-adhesive bands for the currency in a box in the PTA cabinet labeled "CCS PTA Money Box". The currency bands are pre-marked for the value of the bundle, but you can turn them blank side up if you cannot find the correct band for the denomination.

### Coins

Pennies..... 50 per roll (\$.50)  
Nickels..... 40 per roll (\$2)  
Dimes ..... 50 per roll (\$5)  
Quarters..... 40 per roll (\$10)

### Bills

Ones ..... 50 per bundle (\$50)  
Fives ..... 50 per bundle (\$250)  
Tens..... 50 per bundle (\$500)  
Twenties .... 50 per bundle (\$1,000)

3. All **CHECKS** should include, in the memo section on the face of the check:
  - a) Student Name (associated with the transaction)
  - b) Teacher Name
  - c) Student Grade
  - d) Contact Number (this can be written near "name section" on check if it is not preprinted)
4. Please complete a Deposit Voucher if you receive a business check for deposit (e.g. Harris Teeter check for Together In Education Rebate - Retail Incentive Program).
5. Should a check be returned due to Non Sufficient Funds (NSF), the committee will be notified as appropriate so that goods and/or services are not delivered until resolution of the NSF check.

**A sign stating our Returned Check Policy MUST be displayed at all PTA events where checks are accepted.** (signs are available in Committee Boxes)

6. Please coordinate with Beth Ann Calhoun for delivery of all money/deposits. If this is not possible, please secure all money/deposits at the school. Committee members should not have money in their possession overnight. All money/deposits must be counted and verified prior to hand-off or securing at the school.
7. An email will be sent indicating all money collected once it has been verified by the Treasurer.