

Area III Gwinnett Council of PTAs

Procedures for PTA / PTSA Cash Verification Forms

Cash Verification Forms should be submitted for the following reasons:

1. To itemized number of funds received in quantity and dollar amount for PTA or PTSA activities. (This would be for goods or services).

Proper completion of the initial Cash Verification Form is imperative to assure that funds received correlates with total amount documented in Treasure's Report and that the documents are processed in a timely manner.

In an effort to streamline this process, please complete the form with another Executive Committee member according to the following directions:

1. Date of Verification of Funds: This is the date that you are completing the form.
2. Activity: Name of event.
3. Chairperson: Your name. (You are the person responsible for collecting the funds.)
4. Budget Category: Write the name of the committee and the amount you budgeted for the activity as a board.
5. Amount of Coins: Write the exact number of coins received on the appropriate line. Multiply the number of coins by the appropriate value. Following the equal sign, write the total amount of coins on the line that says, **"Total 1."**
6. Total 1: Add the total number of coins. Write the total amount in coins on the line.
7. Currency: Write the exact number of dollars received on the appropriate line. Multiply the number of dollars by the appropriate value. Following the equal sign, write the total amount of dollars on the line that says, **"Total 2"**.
8. Checks: Write the number of checks received for the activity. Write the total amount in checks on the line that says, **"Total 3." (Attach itemized list)**
9. Cash Box Reimbursement: Add any additional funds received for the activity such as, cash or petty cash on the line that says, **"Total 4."**
10. Grand Total: Add **Total 1 + Total 2 + Total 3 + Total 4**. Place the total amount on the line.
11. Verification Signatures: Once the Cash Verification form has been completed, please sign your name and have the Executive Committee member who conducted this process with you sign the Cash Verification Form on the line that says, **"Verification: signature of the two counters. The undersigned certify these funds were received and properly accounted for."**

After completion of the top portion of the Cash Verification form, please note the information above and below the two signatures, which are surrounded by a box.

The box above the two signatures says, **"For Membership Dues Collection Only."** Please include Membership Dues Collection Only and mark the appropriate box with the exact amount. Followed by the total amount after the equal sign.

The box below the two signatures says, "**For Treasurer's Use Only.**" It is the treasurer's responsibility to complete this section with the President or Vice-President of your PTA or PTSA.

1. **Amount received:** Write the amount you received from the person who collected the fees. This should be done on the same date as the activity on the Cash Verification form.
2. **Date received:** Write the date when the funds were received. This date should be done on the same day of the activity.
3. **Date deposited:** Write the date in which the total amount on the Cash Verification form was deposited into the PTA or PTSA's bank.
4. **Treasurer's Signature:** As the Treasurer, please sign your name.
5. **Date:** Write the date in which you have completed this section. (After the treasurer verifies and deposits funds, he or she should provide a copy of the deposit slip to the person who submitted the funds.)

The final steps to take in completing this form are as follows:

1. Attach the **itemized list** to the Cash Verification form.
2. The treasurer will provide a copy of the Check Verification form to the President, Vice President, and Secretary for their record.
3. The treasurer will file all Cash Verification form and attached itemized list in the PTA or PTSA treasurer's record for audit. This form will be collected at every PTA or PTSA activity that involves funds that are associated with the non-profit organization. If you have an immediate need for a Cash Verification form prior to an activity, please contact the treasurer.