



## PTA Cash Box Instructions

1. Complete a Check Request Form for the beginning cash box amount (to document check.)
2. Write a check out to the chair person of the event for the beginning cash box balance.
3. Give the check to the chair person, instruct them to cash the check at their bank and bring the cash to the event. Have chair person give you the check's **cash receipt from bank**. Attached receipt to Check Request Form.
4. Have someone other than the chair person verify and document the beginning cash box balance on the Money Counting Sheet.
5. Before depositing the proceeds from the event, make sure the cash box start balance is removed from the income of the event and, when deposited, document it as Cash Box Re-deposit and not as actual income from your event.