

**Instructions for Completing Report of Money Given to VP Finance Form  
PTA 2021-2022**

- 1) This form is to be completed and given to the VP of Finance, Katie Sarjeant, along with any receipts collected.
- 2) When possible, count the money immediately after the event on school grounds. Taking money home to count adds opportunity for loss or theft.
- 3) Have 2 people count the money, one to do the initial count and the other to verify. They then need to **both** sign the bottom of the form. Do not have a family member verify your counts.
- 4) Fill in the name of the PTA Committee responsible for collecting the money. This should represent an income budget line on the PTA budget.
- 5) Fill in the Date and the Event name, which is the function/event/activity where the money was collected. (ex. Book Fair, School Store, June Jamboree)
- 6) Checks
  - a. Remove all staples from checks. Count the number of checks and put the number in the Quantity box. Then add the dollar amount of all of the checks and put the total in **1 – Total Checks** box.
    - i. If will be taking more than a couple of checks, please arrange to get one of the Sharon PTA “For Deposit Only” stamps prior to your event so that checks can be stamped as received. You can get this stamp from the VP of Finance, Katie Sarjeant.
- 7) Cash – Bills and Coins
  - a. All cash should be neatly separated by denomination and entered on the sheet. Please note you should enter the number of bills or coins in the Quantity box, then the total amount of that denomination in the Amount box. Add the Amounts together into the **2 – Total Cash** box.
  - b. Coins must be counted and entered where indicated on the sheet. If there is only a few dollars’ worth of coins, you can put loose coins in a Ziploc or small envelope. The bank will not accept rolled coins. Add the Amounts together into the **2 – Total Coins** box.
    - i. If there are more than a few dollars’ worth of coins, please take them to the Fifth Third Bank located at Cotswold and have the coin counting machine count the change. The machine will give you a receipt showing the total amount. Please attach receipt to your deposit form (the receipt replaces the coins) and enter the total amount shown on the receipt on the deposit form in **3 – Total Coins**.
- 8) Total Deposit
  - a. Please add the amounts from boxes 1 – Total Checks, 2 – Total Cash, and 3 – Total Coin and put the total in the **Total Deposit** box.
- 9) After the form is complete and signed, please put it together in envelope and label it with the **Committee Name and Katie Sarjeant - Deposit**.
- 10) Please arrange to get your money to the VP of Finance, Katie Sarjeant, or leave it in the safe in Financial Secretary’s office at Sharon (locked). If it is left at the school, please email Katie Sarjeant to let her know that it is there.
- 11) Please direct any questions to Katie Sarjeant - cell: (704)778-2925;  
[finance@sharonschoolpta.org](mailto:finance@sharonschoolpta.org).

**DO NOT LEAVE MONEY IN THE PTA FILE CABINET!**