

Preparing Deposits

After an event (carnival, bingo, movie night, etc.) the money collected will need to be prepared for deposit.

Money will need to be counted and verified by two (2) individuals.

Checks will need to be tallied with a register tape attached. Checks will also need to either be copied or a spreadsheet or list of these checks will need to accompany them.

A "Funds Received Form" (located in the PTA office) will need to be filled out completely and signed by the two (2) persons responsible for counting the money.

When the deposit is ready, please notify the PTA Treasurer, Lorrie de la Mata, (404) 518-1359, lorriedelamata@hotmail.com

The Treasurer will then be the 3rd person to verify totals and balance it to the spreadsheet or list. It will be recorded to the correct budget line item and deposited.