

If you are helping with a PTA fundraiser, here are some things you should know:

- All fundraisers need to be approved in advance by the PTA membership.
- Money from fundraisers goes into the general fund. Any specific use for fundraiser proceeds needs to be approved by the membership.
- Provide the PTA Treasurer with the fundraiser budget in advance, and a statement of actual expenditures and income after the event.
- Get a contract in writing in advance from anyone providing services for a fee. All contracts should be signed by the PTA President and one other PTA member.
- Two adults need to be in charge of accepting money at an event.
- Payment is by check, made out to "ACCESS PTA", or cash.
- A "cash count sheet" is signed by two PTA members at the event and the money is deposited into the ACCESS PTA account as soon as possible.
- Never use a private checking account for processing PTA funds.
- Children should not be directly involved in fundraising activities.
- Only PTA events approved, promoted and staffed by PTA members are covered by our liability insurance.
- Make arrangements in advance to deposit collected funds as soon as possible after the event.

Date _____

Committee _____

Event _____

COUNTER 1 Name:

COUNTER 2 Name:

COINS

Pennies _____ @ 0.01 = _____
Nickels _____ @ 0.05 = _____
Dimes _____ @ 0.10 = _____
Quarters _____ @ 0.25 = _____
.50 Piece _____ @ 0.50 = _____
1.00 Piece _____ @ 1.00 = _____

TOTAL COINS \$ _____

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Pennies _____ @ 0.01 = _____
Nickels _____ @ 0.05 = _____
Dimes _____ @ 0.10 = _____
Quarters _____ @ 0.25 = _____
.50 Piece _____ @ 0.50 = _____
1.00 Piece _____ @ 1.00 = _____

TOTAL COINS \$ _____

CURRENCY

Ones _____ @ 1.00 = _____
Twos _____ @ 2.00 = _____
Fives _____ @ 5.00 = _____
Tens _____ @ 10.00 = _____
Twenties _____ @ 20.00 = _____
Fifties _____ @ 50.00 = _____
Hundreds _____ @ 100.00 = _____

TOTAL CURRENCY \$ _____

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Ones _____ @ 1.00 = _____
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Fives _____ @ 5.00 = _____
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Fifties _____ @ 50.00 = _____
Hundreds _____ @ 100.00 = _____

TOTAL CURRENCY \$ _____

Total Coins *(from above)* \$ _____

Total Coins *(from above)* \$ _____

Total Currency *(from above)* \$ _____

Total Currency *(from above)* \$ _____

Total Checks *(attach addition tape)* \$ _____

Total Checks *(attach addition tape)* \$ _____

Total to be Deposited \$ _____

Total to be Deposited \$ _____

Signature _____

Signature _____