



Sequiota PTA 2018-2019 Income/Deposit Policy

Thank you for your dedication to the Sequiota PTA.

Please follow the below Income/Deposit policy for all fund raising activities.

- PTA Regulations require that there be at least two (2) people responsible for counting money at the conclusion of each event. One must be the Chairperson of the event and the other should be a board member, if possible. The event Chairperson should retain a copy of the signed form for his/her records.
- As a chairperson or volunteer, please do not simply leave a check and/or money in the treasurer's mailbox or envelope please place all deposits with the appropriate voucher in the drop safe in the school office. **Anytime** you receive money/check for the PTA, a voucher **must** be included when leaving it for the treasurer.
- If time permits, please write the last name of both the student and his/her homeroom teacher on the checks as you receive them and make sure there is a phone # on the check. This assists both the treasurer and the event Chairperson when a follow-up is needed. For your convenience a check register is provided on the back of the voucher.
- At no time should PTA funds be taken home by a volunteer. Money should be counted immediately at the close of each event and placed in the PTA safe until it can be picked up by the treasurer.
- Money should **Never** be counted in the school office or directly handled by school administration.
- The treasurer cannot accept a form that is not completed as instructed above.

Please contact Kellie Dills, Treasurer with questions, 417-894-3131 / kelliedills@att.net.