

Guidelines for Handling LBCS Event Funds

When acting as the Chairperson or designated funds handler for a school event, you may need to collect and receive money. Please review and follow the PTC policies below when handling these monies. Contact the PTC Treasurer with any questions.

Contact

PTC Treasurer: Jennifer Garland
Email: lbcspctreasurer@gmail.com,
Phone: 916-316-5466

Before the Event

The PTC suggests using the LBCS Webstore to collect payments before your event. However, if you are also accepting cash and checks, you will need to:

1. Fill out a weekly deposit slip and turn in the week's collections to the office. (Deposit slip instructions are below.)
2. Contact the PTC Treasurer one week before the scheduled date if you need a cashbox for the event. This cashbox will contain various currency and coin denominations to make change.

Day of the Event

Important! Before handling any monies, be sure you have two people (Event Chair and one other person) available to verify the monies collected.

1. Pick up the cashbox from office. Before leaving the office:
 - Verify and initial the exact amount of coin and currency in the cashbox.
 - Pick up a deposit slip and manila envelope. If necessary, you can also download the deposit slip from www.lbcspctc.org/forms.
2. Fill out the deposit slip.

Step	Action
1.	Remove the original change you started with from the cash box.
2.	Have one person count the proceeds and fill out the deposit request in detail (currency, coins and check). If the office is open, you may use the office adding machine to total the checks. Wrap the checks in the adding machine tape. If an adding machine is not available, fill out the Check Detail information on the deposit form.
3.	Have the second person re-count and verify all details of the deposit request, including the currency, coins and check counts.
4.	<u>Both people</u> must sign the deposit form.

3. Email the Treasurer (lbcspctreasurer@gmail.com) with the event name and total proceeds amount.
4. Put original change back in the cashbox.
5. Seal the proceeds in the manila envelope.
6. Chairperson is responsible for depositing all monies in the office PTC file cabinet (if it's open) or in the Multi-purpose room's PTC file cabinet.

After the Event

If you have not already done so, on the next school day return the cashbox, keys and proceeds to the office.