

# Northwestern PTO Money Guidelines 2015-2016

1. The **school safe** is used **PRIOR** to the bank deposit.
2. Money remains in the school safe **until counted**.
3. Money returns to the school safe **after counted**.
4. Use **lock box** or **lock bag** before and after counting.
5. Always have **two (2) people** count money & checks. Then record & initial.
6. Worksheet is used for each group of **twenty (20) checks**.
7. The Treasurer or Committee Chairperson **must** provide a receipt for any cash received.
8. Using wrappers in folder, wrap cash accordingly:

(50) \$1 = \$50

(50) \$5 = \$250

(50) \$10 = \$500

(50) \$20 = \$1000

9. Call the Treasurer **ASAP** when deposits are **completed**.
10. Prepared deposits are made **directly** to the bank.

*Thank You*