

Highland Creek Elementary PTA DEPOSIT PROCEDURES

1. All **DEPOSITS** must be counted by (2) people. These same (2) people should:
 - 1) sign the Deposit Voucher Form (available in Parent Center files and on PTA Website under *Quick Links* - Treasury Information) and,
 - 2) initial the calculator tape adding up each itemized check (in addition, please add the check total and cash total for a grand total at the bottom of the calculator tape).

2. All **CASH** should be bundled/rolled by denominations in the amounts below if you have enough to do so. If not, please sort by denomination so that the bank can recount easily. Denominations should not be mixed in a bundle. There are wrappers for the coins and self-adhesive bands for the currency in a box in the PTA cabinet labeled "HCEPTA Money Box". The currency bands are pre-marked for the value of the bundle, but you can turn them blank side up if you cannot find the correct band for the denomination.

Coins

Pennies 50 per roll (\$.50)
Nickels 40 per roll (\$2)
Dimes..... 50 per roll (\$5)
Quarters 40 per roll (\$10)

Bills

Ones..... 50 per bundle (\$50)
Fives..... 50 per bundle (\$250)
Tens 50 per bundle (\$500)
Twenties 50 per bundle (\$1,000)

3. All **CHECKS** should include, in the memo section on the face of the check:
 - 1) Student Name (associated with the transaction)
 - 2) Teacher Name
 - 3) Student Grade
 - 4) Contact Number (this can be written near "name section" on check if it is not preprinted)
 - a) All checks should be **stamped** "For Deposit Only" (stamps available in Committee Boxes), but may be endorsed by hand if necessary.
 - b) Please organize checks in order by same denomination(s) and place in ascending order.
 - c) Print a **calculator tape** (printing calculator available in Committee Boxes) itemizing each check. Then add the check total and cash total for a grand total at the bottom of the calculator tape. The (2) people counting the deposit must initial the calculator tape. Attach (staple or tape) the calculator tape to the back of the Deposit Voucher Form.

****If a printing calculator is not available, you may use Microsoft Excel or Microsoft Word's "calculate" feature to perform the process in section (c), however, a copy of this list must be printed and attached to the Deposit Voucher Form.**

****You do not need to print a calculator tape if you have 10 checks or less.**
 - d) Complete each line of the **Deposit Voucher Form**.

4. Please complete a Deposit Voucher if you receive a business check for deposit (e.g. Harris Teeter, Food Lion, Box Tops).
5. Should a check be returned due to Non Sufficient Funds (NSF), the committee will be notified as appropriate so that goods and/or services are not delivered until resolution of the NSF check.

A sign stating our Returned Check Policy MUST be displayed at all PTA events where checks are accepted. (signs are available in Committee Boxes)

6. Please coordinate with Angela Rigsbee (or Karen Peterson if Angela is not available) for pick-up or delivery of all money/deposits. If this is not possible, please secure all money/deposits at the school (the PTA has a safe located in Julie Porter's office). Committee members should not have money in their possession overnight. All money/deposits must be counted and verified prior to hand-off or securing at the school.
7. A receipt will be provided for all money collected once it has been verified by the Treasurer. The receipt will normally be placed in Committee file located in the Parent Center.

ALL DEPOSITS MUST BE MADE BY THE PTA TREASURER OR PRESIDENT

Contact information:

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Charlotte, NC 28269
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