Instructions for Submitting Money for Deposit – Using the PTA Deposits Report

1. All deposits must have a PTA Deposits Report form attached.

2. CHECKS:
   a. Arrange checks in a stack from lowest amount to highest.
   b. Make sure that each check is made payable to "Frost PTA" or "Robert Frost PTA".
   c. Complete the attendance spreadsheet for your event and attach a copy. If you are not required to complete the attendance spreadsheet for your event, simply include an itemized list with the following information for each individual check:
      • Date Received
      • Family Name
      • Amount received
      • Check number
   d. An itemized list for your use is located on the second tab of the MS Excel version of the report, or you can contact the treasurer for a printed version.
   e. Always check your addition on a calculator.
   f. Enter the total amount of checks of each dollar amount on the lower half of the PTA Deposit Report.
   Example: Number of checks – 10 @ $10.00 = $100.00
   Number of checks – 15 @ $20.00 = $300.00
   Total checks collected: 25 checks, $400.00

3. CASH:
   a. Separate each type of currency and total each on an adding machine tape or calculator.
   b. Enter the total amount of cash on the Deposit Report and attach the tape, if any, to the Deposit Report.

4. Send the Deposit Report to the Treasurer. Remember to keep a copy of the Deposit Report for your committee folder.

5. Please deliver the deposits IN PERSON to the Treasurer or arrange to meet her at school. DO NOT LEAVE THE DEPOSITS IN THE PTA BOX AT SCHOOL.

6. Please keep deposits current. Do not hold PTA checks or cash for more than 10 days.

7. EVENTS THAT COLLECT MONEY OVER A PERIOD OF WEEKS SHOULD BE MAKING DEPOSITS ON A WEEKLY BASIS, AT MINIMUM.