

CASH BOX PROCEDURE

(See also **Cash and Check Handling Guidelines for Fundraising and Event Committees** and **PCEP Funds and Expenditures**)

- Three blue cash boxes are located above the sink in the parent room. An additional cash box is available from the office manager if needed.
- Starting Funds Form should be placed in each box prior to the beginning of an event. Money Receipt/Tally Form should be pulled and available for completion after the event. Forms are available in the Treasurer's file in the parent room.
- Event committee members should provide change for the cash boxes prior to the beginning of the event (\$40/each suggested) or contact Treasurer or Assistant Treasurer for starting funds.
- Two members of the event committee are to count the starting funds in each cash box, documenting and signing a Starting Funds Form for each box.
- At the conclusion of the event, two members of the event committee should gather all the cash boxes.
- Starting Funds should be counted by two PCEP members, one of which should be the committee chair, and signed for when they have been refunded to whoever provided the starting funds.
- The balance of the monies is to be counted per the **Cash and Check Handling Guidelines for Fundraising and Event Committees**.

Absolutely no cash reimbursements (with the exception of the Starting Funds as stated above) **may be made from the cash boxes**. Any reimbursements will be handled via normal PCEP procedure: submitting the receipt with a completed requisition form (available in the Treasurer's file in the parent room) to the Treasurer or Assistant Treasurer who will then reimburse with a check.