**Maple Hills PTA Cash Handling Policy**

**Approval and Review:** This policy was approved by the President on [9.5.2021] and is subject to annual review to ensure ongoing compliance and effectiveness.

**Purpose:**
To establish a clear and consistent procedure for handling cash at PTA events, ensuring compliance with Washington State PTA guidelines, Washington State RCW codes, and Issaquah PTA Council requirements. This policy outlines the steps for requesting, receiving, managing, and returning cash during PTA events.

**Scope:**
This policy applies to all PTA members involved in events where cash transactions occur, including Event Chairpersons, Treasurer, and volunteers handling cash.

**Policy Details:**

1. **Cash Box Request:**
	* Event Chairpersons needing cash for an event must complete the Cash Box Request Form.
	* The completed form must be submitted to the Treasurer no later than **two weeks prior to the event date**.
	* The Cash Box Request Form will include details of the event, the amount of cash requested, denominations needed, and any other specific requirements.
2. **Cash Retrieval:**
	* The Treasurer is responsible for retrieving the requested cash from the bank.
	* The Treasurer will count and verify the cash amount before handing it over to the Event Chairperson.
	* The cash will be placed in a Cash Box, which is located in the PTA portable.
3. **Cash Handling During the Event:**
	* Only authorized individuals, including the Event Chairperson and designated volunteers, should handle cash during the event.
	* All cash transactions should be recorded on the Cash Box Accounting Form, which tracks sales, donations, and other cash inflows.
	* The Cash Box should be kept secure at all times, preferably in a locked location or under the supervision of a responsible PTA member.
4. **Returning Cash Post-Event:**
	* The Event Chairperson must return the Cash Box, along with the Cash Box Accounting Form, to the Treasurer within one week after the event concludes.
	* The Treasurer will verify the cash amount against the Cash Box Accounting Form to ensure accuracy.
	* Any discrepancies should be documented, and the Event Chairperson must assist in reconciling any issues.
5. **Security and Compliance:**
	* All cash handling must comply with Washington State PTA guidelines, applicable RCW codes, and Issaquah PTA Council requirements.
	* Cash should never be left unattended or unsecured at any time.
	* The PTA will not accept personal checks for event transactions unless otherwise stated and approved by the Treasurer.
6. **Training:**
	* All individuals involved in cash handling must be familiar with this policy and attend any necessary training as provided by the Treasurer or PTA leadership.

**Forms:**

* **Cash Box Request Form**: Must be completed and submitted to the Treasurer one week prior to the event.
	+ https://maplehillspta.com/Doc/Public/Cash Box Request Form\_Fillable.pdf
* **Cash Box Accounting Form**: Used to track all cash transactions during the event and must be returned with the Cash Box.
	+ https://maplehillspta.com/Doc/Public/Cash Box Accounting Form\_Fillable.pdf

**Responsibilities:**

* **Treasurer**: Retrieve and distribute cash, ensure secure handling, and reconcile post-event cash.
* **Event Chairperson**: Submit cash request, manage cash securely during the event, and return cash and forms post-event.

This Cash Handling Policy is designed to safeguard PTA funds, ensure accountability, and maintain compliance with all applicable rules and regulations. Failure to adhere to this policy may result in disciplinary action as deemed appropriate by the PTA board.