

## Cash Box Management

- Contact Us With Questions
  - KiMS PTSA Treasurer: [treasurer@kirklandptsa.org](mailto:treasurer@kirklandptsa.org)
  - Producer: [producer@pantherplayhouse.org](mailto:producer@pantherplayhouse.org)
  - Director: [director@pantherplayhouse.org](mailto:director@pantherplayhouse.org)
- Two cash boxes are stored in the PTSA room.
  - Determine who will bring cash box to event and return it afterwards.
- Coordinate with producer on seed money for the cash box.
  - Example: \$200 - 60 one dollar bills/coins and 24 five dollar bills.
  - Determine who will bring seed money to event.
  - If desired, a check for seed money can be created by PTSA treasurer.
- Contact PTSA Treasurer prior to event to pick up funds at the end of the event.
- Responsibility for safety of cash box falls upon committee lead.
  - All volunteers handling PTSA funds must be members of the PTSA.
  - Two volunteers (who are not related to each other) are required per cash box.
  - Two volunteers should stay with the cash box throughout the event.
- Use [Event Items Sold](http://sold.pantherplayhouse.org/) sheet to report count of items sold. <http://sold.pantherplayhouse.org/>
  - Turn into director and/or producer.
- Use a [Money Tally Sheet](http://money.pantherplayhouse.org/) to tally all sales: <http://money.pantherplayhouse.org/>
  - Turn into PTSA Treasurer.
- Prior to any sales, on the [Money Tally Sheet](http://money.pantherplayhouse.org/), use “Cash Box Seed Money” box to record the amount of seed money supplied, who provided the seed money, and the signatures of two other PTSA members verifying the amount.
  - If seed money funds were obtained via PTSA check, note that on “Provided By” line.
- Make separate counts (or use separate Money Tally Sheets) for each performance.
- At the end of the event, the volunteers should complete the Money Tally Sheet.
  - Give to the Treasurer along with the money collected.
- The Treasurer will confirm the money count and provide a receipt to the counters.
- If seed money funds are removed from the cash box at the end of an event to reimburse the provider OR to serve as seed money for a subsequent event (for example, another performance of a play), this must be carefully noted at the bottom of the Money Tally Sheet.