

To Count Money

You Need:

1. You need at least two (2) Green Gables PTA Members see PTA Membership List if uncertain.
2. Count Sheet
3. Coin rolls (if counting change)
4. Bag to place monies and count sheet in.
5. Fundraiser Log Sheet (excluding Book Fair)

How to Count Money:

Each PTA Member who counts the monies must sign the Count Sheet and follow the steps below.

1. Count Bills count each increment separately record on count sheet
(Example: \$20.00 X 3 = \$60.00, \$10.00 X 2 = \$20.00 ect.)
2. Count each coin increment separately (i.e. quarters, dimes, ect.) If you can make the amount to roll (quarters \$10.00, Dimes \$5.00, Nickels \$2.00 Pennies .50) please roll.
3. For checks run a calculator receipt attach to count sheet.
4. Add totals
5. Each person counting must sign count sheet.
6. Make sure Committee and Date are legible on count sheet.
7. Place money in Zip Lock bag Fold over top staple Count Sheet on to the bag.
8. Place in designated area in Drop box on the wall (place in the one closest to the cabinets)
9. Please fill out Fundraiser Log Sheet (to be given to the Treasurer at the end of your Committee event).

If you have any questions on counting money please call the PTA Treasurer or President (numbers are listed in PTA room).