

SDMEA Money Procedures

As the chair for an event, you are responsible for collecting audition fees, registration fees, tuition fees, T-shirt money etc. Each area must have a separate form when money is collected and turned into the event chair. Example – EHC – One form for Audition Fees, another form for T-shirts, another form for Registrations. The following procedures for turning in money to the treasurer must be followed:

1. Stamp the back of each check with the “For Deposit Only South Dakota Music Educators” stamp provided.
2. Place checks facing the same direction
3. Group checks according to the amount stated on the check. For example, put all the \$7.00 checks together.
4. A tally of all the checks must be turned in with the checks (see form next page).

Example:

5	@	\$ 7.00	=	\$ 35.00
10	@	\$10.00	=	\$100.00
3	@	\$13.00	=	\$ 39.00
Total				\$174.00

5. A tally of all the cash must be turned in with the cash (see form next page).
6. Turn the checks and cash in to the treasurer with the following form.

CASH

# of dollars	@	Cash Amount	Total
	@	\$1	
	@	\$5	
	@	\$10	
	@	\$20	
	@	\$50	
		TOTAL CASH	

CHECKS

# of checks	@	Check Amount	Total
	@		
	@		
	@		
	@		
	@		
	@		
	@		
	@		
	@		
	@		
	@		
	@		
	@		
	@		
		TOTAL amount of checks	

Deposit Total

Checks	+	Cash	=	Total Money

Signature of tabulator _____