

REPORT OF MONIES COLLECTED

A properly completed Report of Monies Collected (ROMC) must be completed for all internal funds collected. The ROMC should be completed by the teacher or staff member that collected the funds. ROMCs should not be initiated by the SFA. The ROMC should include the date of collection, purpose for collection, account number, teacher receipt number when required, and legible signature of individual collecting funds. If teacher receipts were not required (funds collected less than or equal to \$5), the names of each individual submitting funds and the dollar amount submitted must be included on the ROMC.

In addition to the teacher receipt book, the ROMC must accompany funds when turned in to the SFA. The funds must be turned in on the day collected or no later than the next school day.