

DEPOSIT/ INCOME SUBMISSION FORM

MOODY PTSA



Event: _____ Date: _____

Chairperson: _____ Phone: _____

Form submitted by (if different than Event Chairperson): _____

Budget Line / Purpose: _____

Write the sum of the Total Bills and the Total Coins in the Total Cash line below.

Type of Bill	#	Amount
\$100.00		\$
\$50.00		\$
\$20.00		\$
\$10.00		\$
\$5.00		\$
\$2.00		\$
\$1.00		\$
Total Bills:		\$

Type of Coin	#	Amount
\$1.00		\$
\$0.50		\$
\$0.25		\$
\$0.10		\$
\$0.05		\$
\$0.01		\$
Total Coins:		\$

CASH

Total Cash: \$ _____

CHECKS

Total # of Checks _____

Total Check: \$ _____

TOTAL DEPOSIT

\$ _____

Counter's Signature: _____ Date: _____

Counter's Signature: _____ Date: _____

Received by Treasurer: _____ Date: _____

- PTA regulations require that there be at least two (2) people responsible for counting money at the conclusion of each event. One of these must be a PTSA Board Member, but not necessarily the Chairperson of the event. Each counter and the event chairperson should retain a copy of this signed form for his/her records.
- If time permits, please write the last name of both the student and his/her homeroom teacher on checks as you receive them. This assists both the Treasurer and the event Chairperson when a follow-up is needed.
- At no time should PTSA funds be taken home by a volunteer. Money should be counted immediately at the close of each event and stored at the school until it can be transferred into the Treasurer's custody.
- **The Treasurer cannot receive money that is not accompanied by this form, completed in its entirety.**

Itemize all checks

	Check #	Amount
1		
2		
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	Name	Description

of checks : _____

Total Amount : _____