

**PS261 PTA – Funds Received**

**Event Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

**1. Checks Received**

# Checks: \_\_\_\_\_  
 Total \$\$ For All Checks: = \$ \_\_\_\_\_ (1)

**2. Cash Received**

**2a. Bills**

# \$100 Bills: \_\_\_\_\_ x \$100.00 = \_\_\_\_\_  
 # \$50 Bills: \_\_\_\_\_ x \$50.00 = \_\_\_\_\_  
 # \$20 Bills: \_\_\_\_\_ x \$20.00 = \_\_\_\_\_  
 # \$10 Bills: \_\_\_\_\_ x \$10.00 = \_\_\_\_\_  
 # \$5 Bills: \_\_\_\_\_ x \$5.00 = \_\_\_\_\_  
 # \$1 Bills: \_\_\_\_\_ x \$1.00 = \_\_\_\_\_  
 Total \$\$ For All Bills: = \$ \_\_\_\_\_ (2a)

**2b. Coins**

# Dollars: \_\_\_\_\_ x \$1.00 = \_\_\_\_\_  
 # Half-Dollars: \_\_\_\_\_ x \$0.50 = \_\_\_\_\_  
 # Quarters: \_\_\_\_\_ x \$0.25 = \_\_\_\_\_  
 # Dimes: \_\_\_\_\_ x \$0.10 = \_\_\_\_\_  
 # Nickels: \_\_\_\_\_ x \$0.05 = \_\_\_\_\_  
 # Pennies: \_\_\_\_\_ x \$0.01 = \_\_\_\_\_  
 Total \$\$ For All Coins: = \$ \_\_\_\_\_ (2b)

**3. Total Funds Received**

**\$ \_\_\_\_\_ (1+2a+2b)**

**4. Persons who counted the money (2 people required).**

\_\_\_\_\_  
 Name (Print) Name (Signature) Date

\_\_\_\_\_  
 Name (Print) Name (Signature) Date

**5. Person who deposited the money at the bank.**

\_\_\_\_\_  
 Name (Print) Name (Signature) Date

Please obtain all signatures necessary and place this form and the deposit slip into the **PTA Treasurer's mailbox**. All funds must be deposited into the bank account within two business days. The signed forms and deposit slips should be given to the treasurer within 5 business days of the event.