

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.