

# Franklin Elementary PTA Cash Deposit Form

**Instructions:**

1. Complete the Form – Only one event/category per form. Do NOT mix money from different events.
2. Have two people count the money at the conclusion of an event and sign below
3. Submit the form along with the money to the treasurer the same day as the money is collected. The treasurer cannot accept money unless it is accompanied by this form and completed in its entirety.
4. At no time should PTA funds be taken home by a volunteer. Money can be held in the school safe until it can be transferred into the Treasurer’s custody.

Event: \_\_\_\_\_ Date counted \_\_\_\_\_

Chairperson’s Name: \_\_\_\_\_

Form Submitted By: (If different than chairperson \_\_\_\_\_)

**CHECKS:** Use reverse side of form to itemize all checks. Transfer your total below.

<b># of Checks:</b>	
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<b>TOTAL CHECKS</b>	<b>\$</b>
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**CASH:** Breakdown the cash using the table below.

Type of Currency	#	Amount
\$ 100.00		\$
\$ 50.00		\$
\$ 20.00		\$
\$ 10.00		\$
\$ 5.00		\$
\$ 2.00		\$
\$ 1.00		\$
<b>Total Currency</b>		\$

Type of Coin	#	Amount
Dollar		\$
Half-Dollar		\$
Quarter		\$
Dime		\$
Nickel		\$
Penny		\$
<b>Total Coins</b>		\$
<b>TOTAL CASH</b>		\$

Write the sum of the total currency and the total coins in the **TOTAL CASH** box.

<b>TOTAL DEPOSIT:</b> Write the sum of the total checks and the total cash here:	<b>\$</b>
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1 <sup>st</sup> Counter's Signature:	Date
2 <sup>nd</sup> Counter's Signature:	Date
Treasurer Signature of Receipt:	Date

Franklin Elementary PTA  
**Cash Deposit Form (cont'd) - CHECKS**

	Last Name	Check #	Amount		Last Name	Check #	Amount
1				31			
2				32			
3				33			
4				34			
5				35			
6				36			
7				37			
8				38			
9				39			
10				40			
11				41			
12				42			
13				43			
14				44			
15				45			
16				46			
17				47			
18				48			
19				49			
20				50			
21				51			
22				52			
23				53			
24				54			
25				55			
26				56			
27				57			
28				58			
29				59			
30				60			

# of **CHECKS** \_\_\_\_\_ Total **CHECK** Amount \$ \_\_\_\_\_

(Transfer numbers to front of document)