

FNE PTA DEPOSIT FORM

Preparer	Function / Event	Date	Total Amount

Indicate amount for each line item below - "Total Amount" above will auto calculate and should equal "Total Deposit" below.

<input type="checkbox"/> APEX	<input type="checkbox"/> Membership	<input type="checkbox"/> Spirit Night
<input type="checkbox"/> Concessions	<input type="checkbox"/> Penguin Patch	<input type="checkbox"/> Spirit Sales
<input type="checkbox"/> Donations	<input type="checkbox"/> School Supplies	<input type="checkbox"/> Sponsorships
<input type="checkbox"/> Eagle Fest	<input type="checkbox"/> Silent Auction	<input type="checkbox"/> Yearbook
<input type="checkbox"/> Other _____		

Cash Count

Bills	#	Amount	Coins	#	Amount
\$100	x _____	= \$ _____	0.01	x _____	= \$ _____
\$50	x _____	= \$ _____	0.05	x _____	= \$ _____
\$20	x _____	= \$ _____	0.10	x _____	= \$ _____
\$10	x _____	= \$ _____	0.25	x _____	= \$ _____
\$5	x _____	= \$ _____	0.50	x _____	= \$ _____
\$1	x _____	= \$ _____	1.00	x _____	= \$ _____
Total Bills = \$ _____			Total Coins = \$ _____		

Checks

Check#	Check Signer	Check Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Check Total =		\$ _____

If more than 8 checks - attach separate spreadsheet

Credit Cards

Event/Item	CC Total	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Credit Cards =		\$ _____

Total Deposit = \$ _____

_____ 1st Count Signature	_____ 2nd Count Signature	1. Make sure there are always two unrelated people counting the money. 2. When completed, turn money over to the treasurer or seal money and this form in an envelope marked "Deposit" and place in PTA lockbox in workroom.
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Treasurer Notes:

Total Deposit _____ Treasurer Signature _____