



# Taylor Road Tigers

## PTA Funds Received Form (Part 1 of 2 of Forms) This form **MUST** accompany all money given to Treasurer

Prepared by: \_\_\_\_\_

Phone #: \_\_\_\_\_

Budget Category: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

<b>Coins</b>	_____	X	\$	0.01	=	\$	_____
	_____	X	\$	0.05	=	\$	_____
	_____	X	\$	0.10	=	\$	_____
	_____	X	\$	0.25	=	\$	_____
	_____	X	\$	0.50	=	\$	_____

**Total 1** \$ \_\_\_\_\_

<b>Currency</b>	_____	X	\$	1.00	=	\$	_____
	_____	X	\$	5.00	=	\$	_____
	_____	X	\$	10.00	=	\$	_____
	_____	X	\$	20.00	=	\$	_____
	_____	X	\$	50.00	=	\$	_____
	_____	X	\$	100.00	=	\$	_____

**Total 2** \$ \_\_\_\_\_

**Checks: (Fill out Check Remittance Form and attach)**

Number of Checks \_\_\_\_\_

**Total 3** \$ \_\_\_\_\_

**Cash Box Reimbursement (change/petty cash)**

**Total 4** \$ \_\_\_\_\_

**Grand Total (Total 1 + Total 2 + Total 3 + Total 4)** \$ \_\_\_\_\_

### For Membership Dues Collection Only

# \_\_\_\_\_ Members @ \$ \_\_\_\_\_ (dues) = \_\_\_\_\_ + donations \$ \_\_\_\_\_ - petty cash \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Please note: This total should equal the above Grand Total.

Verification: (signature of two counters) The undersigned certify these funds were received and properly account for.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

### For Treasurer's Use Only

Amount Received \_\_\_\_\_ Date Received \_\_\_\_\_ Date Deposited: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: After the treasurer verifies and deposits funds, he or she should provide a copy of the deposit slip to the person who submitted the funds.

