*FGES PTA form for collecting money at an event at school*

*DEPOSIT FORM – PAGE 1 OF 2*

Requirements:

1. Complete both the front and back of this Deposit Form. Use back to count cash, then fill out the front.
2. If your event runs multiple days, submit a form and deposit at the end of each day. You may keep a small amount back for change, if necessary.
3. Verify each deposit amount with two separate counters, who both sign this form.
4. Submit completed Deposit Form and all checks/cash in an envelope addressed to the PTA Treasurer.
5. Submit immediately after the event to the Treasurer or contact the Treasurer to make arrangements to transfer deposit. There is a safe at school if you can’t get in touch immediately.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Deposit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of First Counter/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parliamentary Rep/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Second Counter)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Cash Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Check Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  |  |  |
| Subotal Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Less Change kept in Cash box: $\_\_\_\_\_\_\_\_\_\_\_\_\_  Total Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

*2013-2014 FGES PTA*

*DEPOSIT FORM - PAGE 2 OF 2*

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Cash:

$20 x \_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_ $0.25 x \_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_

$10 x \_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_ $0.10 x \_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_

$5 x \_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_ $0.05 x \_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_

$1 x \_\_\_\_\_\_\_\_\_ =\_\_\_\_\_\_\_\_\_\_ $0.01 x \_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_

Cash Total: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Checks: List below or attach copies of the FGES PTA Money Transaction Log.

Check Amount Check # Check Amount Check #

1. $ \_\_\_\_\_\_\_\_\_ 16. $ \_\_\_\_\_\_\_\_\_

2. $ \_\_\_\_\_\_\_\_\_ 17. $ \_\_\_\_\_\_\_\_\_

3. $ \_\_\_\_\_\_\_\_\_ 18. $ \_\_\_\_\_\_\_\_\_

4. $ \_\_\_\_\_\_\_\_\_ 19. $ \_\_\_\_\_\_\_\_\_

5. $ \_\_\_\_\_\_\_\_\_ 20. $ \_\_\_\_\_\_\_\_\_

6. $ \_\_\_\_\_\_\_\_\_ 21. $ \_\_\_\_\_\_\_\_\_

7. $ \_\_\_\_\_\_\_\_\_ 22. $ \_\_\_\_\_\_\_\_\_

8. $ \_\_\_\_\_\_\_\_\_ 23. $ \_\_\_\_\_\_\_\_\_

9. $ \_\_\_\_\_\_\_\_\_ 24. $ \_\_\_\_\_\_\_\_\_

10. $ \_\_\_\_\_\_\_\_\_ 25. $ \_\_\_\_\_\_\_\_\_

11. $ \_\_\_\_\_\_\_\_\_ 26. $ \_\_\_\_\_\_\_\_\_

12. $ \_\_\_\_\_\_\_\_\_ 27. $ \_\_\_\_\_\_\_\_\_

13. $ \_\_\_\_\_\_\_\_\_ 28. $ \_\_\_\_\_\_\_\_\_

14. $ \_\_\_\_\_\_\_\_\_ 29. $ \_\_\_\_\_\_\_\_\_

15. $ \_\_\_\_\_\_\_\_\_ 30. $ \_\_\_\_\_\_\_\_\_

Check Total: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Grand Total: Cash + Checks = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_