



DEPOSIT RECORD

FUNDRAISER/ACTIVITY: _____

PERSON(S) COUNTING MONEY: _____

(Per PTA guidelines, TWO PEOPLE are required to count money if cash is involved)

Please complete the following information, using **TOTAL AMOUNTS IN ALL AREAS.**

_____	x	\$50.00	=	\$ _____
_____	x	\$20.00	=	\$ _____
_____	x	\$10.00	=	\$ _____
_____	x	\$5.00	=	\$ _____
_____	x	\$2.00	=	\$ _____
_____	x	\$1.00	=	\$ _____
Total All Coins*			=	\$ _____
Subtotal—CASH			=	\$ _____
Total All Checks (# of checks _____)			=	\$ _____
TOTAL FOR DEPOSIT				\$ _____ **

Treasurer's Verification \$ _____ **

Treasurer's Signature _____

SHORT / BALANCED / OVER (circle one) Amount (if short/over): \$ _____

Date Verified: _____ Date Deposited: _____

Notes/Remarks _____

TOTAL ALL COINS			
_____ Dollars	x	1.00 = \$	_____
_____ Halves	x	0.50 = \$	_____
_____ Quarters	x	0.25 = \$	_____
_____ Dimes	x	0.10 = \$	_____
_____ Nickels	x	0.05 = \$	_____
_____ Pennies	x	0.01 = \$	_____
*TOTAL ALL COINS			\$ _____