

EASTOVER PTA

Deposit Record

TWO people must count all money immediately on site after the event, complete this form, and put all money and this form in a locked box/cabinet. The box and its contents must be given to the treasurer by the second business day following the event, or earlier. Checks must be deposited with a list of checks, check numbers and amounts. NOTE: IF THERE IS NO CURRENCY OR CASH INVOLVED, ONE COMMITTEE MEMBER'S SIGNATURE IS SUFFICIENT.

PLEASE PRINT:

Event/Committee: _____

Date of Event: _____

Money received and counted by:

1. _____

2. _____

Does this include seed \$\$ that is being re-deposited (Y/N)? _____ **Amt.** _____

Total checks: \$ _____

Total cash (*itemized below*): \$ _____ (same as amount below)

Total checks & cash to be deposited: \$ _____

Cash itemization:

Coins:

_____ x \$1.00 \$ _____

_____ x \$.25 \$ _____

_____ x \$.10 \$ _____

_____ x \$.05 \$ _____

_____ x \$.01 \$ _____

Total Coins \$ _____

Bills:

_____ x \$100 \$ _____

_____ x \$50 \$ _____

_____ x \$20 \$ _____

_____ x \$10 \$ _____

_____ x \$5 \$ _____

_____ x \$1 \$ _____

Total Bills: \$ _____

Total Cash: \$ _____ (same as amount shown above)