



Northwood Elementary PTA FUNDS VERIFICATION FORM



Date _____ Activity _____

Chairperson _____ Budget category _____

Petty cash must be accounted for separately on its own form.

Section 1: Use this section is you are collecting money only by cash/checks. After funds are deposited in the bank by the treasurer, a copy of the deposit slip must be attached to this form.

Coins	_____	X	.01	_____
	_____	X	.05	_____
	_____	X	.10	_____
	_____	X	.25	_____
	_____	X	.50	_____
	_____	X	1.00	_____

Total 1 \$ _____

Currency	_____	X	\$1.00	_____
	_____	X	\$5.00	_____
	_____	X	\$10.00	_____
	_____	X	\$20.00	_____
	_____	X	\$50.00	_____
	_____	X	\$100.00	_____

Total 2 \$ _____

Checks How many? _____ (Itemized list on back page) Total 3 \$ _____

Grand Total (Total 1 + Total 2 + Total 3) \$ _____

Section 2: Use this section is you are collecting money by credit card. Transaction report must be attached.

Credit Card Gross (all money collected) 1 _____

Credit Card Processing Fees 2 _____

Credit Card Net (should be what is deposited in the bank) Grand Total (1 minus 2) _____

For Membership dues submission, please complete this box.

_____ # members @ \$ _____ (dues amount) \$ _____ + donations \$ _____ + other \$ _____ - fees \$ _____ \$ _____

Please note: This total should match one of the Grand Total boxes above.

Verification: (signature of the two counters - cannot be related and cannot be the treasurer)

By signing this form, you are certifying that these funds were received and properly accounted for.

Signature _____ Signature _____

For Treasurer's Use Only

Amount received: \$ _____ Date received: _____ Date deposited: _____ (must be same day or within 24 hours)

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.

Northwood Elementary PTA Funds Verification Form - Check Listing

#	Check Number	Name	Amount	#	Check Number	Name	Amount
1				41			
2				42			
3				43			
4				44			
5				45			
6				46			
7				47			
8				48			
9				49			
10				50			
11				51			
12				52			
13				53			
14				54			
15				55			
16				56			
17				57			
18				58			
19				59			
20				60			
21				61			
22				62			
23				63			
24				64			
25				65			
26				66			
27				67			
28				68			
29				69			
30				70			
31				71			
32				72			
33				73			
34				74			
35				75			
36				76			
37				77			
38				78			
39				79			
40				80			

Total number of checks: Total \$ Amount of checks: _____