#  http://www.pta.org/members/respub/prores/logos/PTA_tag.black.jpgNorthwood Elementary PTA

Funds Received Form

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Activity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Item to be Credited (your committee)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Money Collected** |
| *Currency*  | Number of Each Bill | **Subtotals** |
|  Ones | 1 x |  | **= $** |
|  Fives | 5 x |  | **= $** |
|  Tens | 10 x |  | **= $** |
|  Twenties | 20 x |  | **= $** |
|  Fifties | 50 x |  | **= $** |
|  Hundreds | 100 x |  | **= $** |
| *Checks* |  |  **$** |
| *Coins* |  |  **$** |
|  ***Total Funds Received* $** |

The undersigned certify that the funds shown above were received for PTA activities, were properly accounted for, and will be credited to the appropriate PTA account as noted.

Signatures:

1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All funds, along with this form, should be turned over to the Treasurer immediately upon completion of the activity that generated the funds. Two people should participate in the procedure of counting funds and signing this form. If appropriate, a receipt will be issued to verify the amount of money turned over to the Treasurer.

For Treasurer’s Use Only

Amount Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Rec’d:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Item Credited:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receipt Issued:\_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_\_\_\_\_\_No Reivsed 4/2012