

Counting of Funds

Endeavour Elementary PTSA

INSTRUCTIONS: Please complete all unshaded portions of form. Two current PTA members must verify the counts on this form, and both must sign and date it. Please hand deliver to the PTSA Treasurer. List additional checks on the back of this form, if needed. A receipt will be placed in the appropriate committee folder in the PTSA room. If you need assistance or have questions, please contact the PTSA Treasurer.

PTSA Event/Committee/Source of Funds: _____

COIN

_____	X	Pennies	=	_____
_____	X	Nickels	=	_____
_____	X	Dimes	=	_____
_____	X	Quarters	=	_____
_____	X	Half Dollars	=	_____
_____	X	Dollars	=	_____

CURRENCY

_____	X	\$1	=	_____
_____	X	\$2	=	_____
_____	X	\$5	=	_____
_____	X	\$10	=	_____
_____	X	\$20	=	_____
_____	X	\$50	=	_____
_____	X	\$100	=	_____

Coin subtotal _____

Currency subtotal _____

Cash (coins + currency) Subtotal _____

CHECKS

_____	X	\$	_____	=	_____
_____	X	\$	_____	=	_____
_____	X	\$	_____	=	_____
_____	X	\$	_____	=	_____
_____	X	\$	_____	=	_____
_____	X	\$	_____	=	_____
_____	X	\$	_____	=	_____
_____	X	\$	_____	=	_____
_____	X	\$	_____	=	_____
_____	X	\$	_____	=	_____

_____	X	\$	_____	=	_____
_____	X	\$	_____	=	_____
_____	X	\$	_____	=	_____
_____	X	\$	_____	=	_____
_____	X	\$	_____	=	_____
_____	X	\$	_____	=	_____
_____	X	\$	_____	=	_____
_____	X	\$	_____	=	_____
_____	X	\$	_____	=	_____
_____	X	\$	_____	=	_____

Checks Subtotal _____

GRAND TOTAL _____

Verified by _____ Date _____

Verified by _____ Date _____

Verified by Treasurer _____ Date _____

Issued Receipt # _____