

_____ School PTA
Receipt Report



PTA Money Handling Procedure: *Immediately* at the end of each PTA event all PTA monies must be counted by a minimum of 2 (two) PTA Members (preferably one member the Committee Chair). This form must be filled out and included with all monies forwarded to the PTA Treasurer.

Date: _____

Event/Committee Name _____

Cashbox for event: (Check # _____ Date _____)

Coins	\$ _____
Currency	\$ _____
Total Cashbox	\$ _____

Receipts (including beginning change):

Coins:	\$ _____
Currency:	\$ _____
Checks:	\$ _____
Total to be deposited	\$ _____
Minus beginning Cashbox	(\$ _____)
Event/Committee Total	\$ _____

Chair/PTA Member Signature: _____

PTA Member Signature: _____

Treasurer's Signature: _____

Date Deposited: _____

Treasurer: Please make a copy of the completed form and forward to Committee Chair.