

Counting of Funds

Discovery PTSA 2.6.9

INSTRUCTIONS: Please complete all un-shaded portions of this form. Two current Discovery PTSA members must verify the counts on this form, sign and date. List additional checks on the back of this form, if needed. 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	\$	_____	=	_____

Checks subtotal _____

GRAND TOTAL _____

Verified by _____

Date _____

Verified by _____

Date _____

Verified by Treasurer _____

Date _____

Receipt Issued