

Income Form



Date _____

Money received from _____ Event _____

Coins	_____	X	0.01	=	_____
	_____	X	0.05	=	_____
	_____	X	0.10	=	_____
	_____	X	0.25	=	_____
	_____		0.50	=	_____
	_____	X	1.00	=	_____
			Coin Total		\$ _____

Currency	_____	X	1.00	=	_____
	_____	X	5.00	=	_____
	_____	X	10.00	=	_____
	_____	X	20.00	=	_____
	_____	X	50.00	=	_____
	_____	X	100.00	=	_____
			Curr Total		\$ _____

Cash Total \$ _____

Checks Quantity _____ **Chk Total** \$ _____
Attach a list of itemized checks.

Grand Total \$ _____

Budget Category to be credited

_____	Amount _____
_____	Amount _____
_____	Amount _____
_____	Amount _____

See reverse side for categories

Verification

Two signatures are required to certify these funds were received and properly accounted for.

Signature _____ Signature _____

For Treasurer's use only		
Amount received \$ _____	Date received _____	Date deposited _____
Treasurer's signature _____	Date entered in Quicken _____	

Budget Categories for Income

Bruster's	Media Center Donation
Directory	Membership Dues
Family Fun Night	Misc Income
Family Portrait	Reading Enrichment Sponsors
Fifth Grade Activities	Recycling
Fun Run	Scan Cards
Gift Wrap	School Store
GM Boxtops, Campbell Soup Labels	Science Night
Grade Level Contributions	Spirit Wear
Hillside Helping Hands	Spring Carnival
Interest Income	Yearbook
Learning Express Week	

Procedures for counting and submitting monies

- 1 Make sure there are *at least two people counting* the monies. All monies need to remain at the school until they have been counted and signed over to the Treasurer.
- 2 Attach a **list of checks**, which include the following: name, check number, check amount
- 3 All counters need to **sign** this form.
- 4 Present the form and monies to the Treasurer. Make sure you are present while the Treasurer recounts the money and signs the form indicating the dollar amount to be deposited and the amount on the form are the same.
- 5 If the Treasurer is unavailable, either a president or the Secretary will become responsible for PTA monies.