

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	Membership Dues
Directory	Misc Income
Family Fun Night	Recycling
Family Portraits	Scan Cards
Fun Run	School Store
Gift Wrap	Science Night
Boxtops	Spirit Wear
Friends of Hillside	Fall Carnival
Interest Income	Silent Auction
Media Center Donation	Yearbook

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.