

Dillard Drive Magnet Middle School PTA

Funds Received Form

Date _____

Activity _____

Coin	
Cash	
Checks	
TOTAL Funds Received <small>(should agree with Budget Category Total)</small>	

When cash is received, the funds must be counted by a minimum of two people

Please leave form and funds in the Black PTA Deposit Box outside the front office. Please notify the Treasurer.

Received by (Signature) _____

Received by (Signature) _____

<i>Cash Calculation Worksheet:</i>		
Quantity	Denomination	Amount
	\$100	
	\$50	
	\$20	
	\$10	
	\$5	
	\$2	
	\$1	
TOTAL CASH		

<i>Coin Calculation Worksheet:</i>		
Quantity	Denomination	Amount
	\$1.00	
	\$0.50	
	\$0.25	
	\$0.10	
	\$0.05	
	\$0.01	
TOTAL COIN		

<i>Check Calculation Worksheet:</i>		
Check #	Name	Amount
TOTAL CHECKS		

<i>Budget Category Worksheet:</i>	
Budget Category (i.e-membership, dragon fund, etc)	Amount
TOTAL <small>(this should agree with TOTAL Funds Received)</small>	