FUNDS VERIFICATION FORM

PTA
every child. one voice.

Date_____Activity_____

Chairperson_____Budget category_____

Petty cash must be accounted for separately on its own form.

Section 1: Use this section is you are collecting money only by cash/checks. After funds are deposited in the bank by the treasurer, a copy of the deposit slip must be attached to this form.

Coins

_____	X	.01	= _____
_____	X	.05	= _____
_____	X	.10	= _____
_____	X	.25	= _____
_____	X	.50	= _____
_____	X	1.00	= _____

Total 1 $_____

Currency

_____	X	$1.00	= _____
_____	X	$5.00	= _____
_____	X	$10.00	= _____
_____	X	$20.00	= _____
_____	X	$50.00	= _____
_____	X	$100.00	= _____

Total 2 $_____

Checks   How many?_____ (Itemized list on back page)   **Total 3 $_____**

Grand Total (Total 1 + Total 2 + Total 3) $_____

Section 2: Use this section is you are collecting money by credit card. Transaction report must be attached.
Credit Card Gross (all money collected)   1 _____

Credit Card Processing Fees   2 _____

Credit Card Net (should be what is deposited in the bank)   Grand Total (1 minus 2) _____

For Membership dues submission, please complete this box.

#_____ members @ $_____ (dues amount) = $_____ + donations $_____ + other $_____ - fees $_____ = $_____

Please note: This total should match one of the Grand Total boxes above.

Verification: (signature of the two counters – cannot be related and cannot be the treasurer)
By signing this form, you are certifying that these funds were received and properly accounted for.

Signature_____Signature_____

For Treasurer's Use Only

Amount received: $_____Date received: _____Date deposited: _____(must be same day or within 24 hours)

Treasurer's Signature_____Date_____

Note: After the treasurer verifies and deposits funds, he or she should provide a copy of the deposit slip to the person who submitted the funds.

#	Check Number	Name	Amount	#	Check Number	Name	Amount
1				41			
2				42			
3				43			
4				44			
5				45			
6				46			
7				47			
8				48			
9				49			
10				50			
11				51			
12				52			
13				53			
14				54			
15				55			
16				56			
17				57			
18				58			
19				59			
20				60			
21				61			
22				62			
23				63			
24				64			
25				65			
26				66			
27				67			
28				68			
29				69			
30				70			
31				71			
32				72			
33				73			
34				74			
35				75			
36				76			
37				77			
38				78			
39				79			
40				80			

Total number of checks: _____   **Total $ Amount of checks:** _____