

PTO FUNDS RECEIVED

EVENT: _____ DATE GIVEN TO TREASURER: _____

TWO ADULTS NEED TO COUNT ALL MONEY. INITIAL EACH COLUMN AFTER YOU COUNT THAT PARTICULAR SET OF MONEY. SIGN BELOW WHEN COMPLETE.*

PAPER CLIP/RUBBERBAND SIMILAR BILLS IN SETS OF 25 (ONES, TENS, ETC). LABEL BUNDLES THAT HAVE LESS THAN 25.

CASH-BILLS	# OF BILLS COUNTED	x	\$ VALUE OF EACH	=	TOTALS	COUNTER #1 INITIALS	COUNTER #2 INITIALS
ONES		x	1	=	_____	_____	_____
FIVES		x	5	=	_____	_____	_____
TENS		x	10	=	_____	_____	_____
TWENTIES		x	20	=	_____	_____	_____
FIFTIES		x	50	=	_____	_____	_____
HUNDREDS		x	100	=	_____	_____	_____
TOTAL OF BILLS:				\$	_____	_____	_____

PUT ALL COINS IN PAPER ROLLS. PUT LOOSE COINS IN BAGGIE OR ENVELOPE LABELED WITH DOLLAR AMOUNTS OF LOOSE COINS LISTED. EACH PERSON COUNT AND INITIAL.

CASH-COINS	# COUNTED	x	\$ VALUE	=	TOTALS	INITIALS	INITIALS
PENNIES		x	.01	=	_____	_____	_____
NICKELS		x	.05	=	_____	_____	_____
DIMES		x	.10	=	_____	_____	_____
QUARTERS		x	.25	=	_____	_____	_____
HALF DOLLARS		x	.50	=	_____	_____	_____
SILVER DOLLARS		x	1.00	=	_____	_____	_____
TOTAL OF COINS:				\$	_____	_____	_____

BUNDLE CHECKS BY SIMILAR AMOUNTS (ie: PAPERCLIP/RUBBERBAND ALL CHECKS FOR \$15 TOGETHER, ALL CHECKS FOR \$18 TOGETHER, ETC.). EACH PERSON COUNT AND INITIAL.

WRITE IN TOTALS FROM ABOVE FOR BILLS AND COINS.

		INITIALS	INITIALS
TOTAL OF ALL CHECKS:	\$ _____	_____	_____
TOTAL OF ALL BILLS:	\$ _____	_____	_____
TOTAL OF ALL COINS:	\$ _____	_____	_____
TOTAL FUNDS RECEIVED:	\$ _____	_____	_____

***COUNTED BY:** _____

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FOR USE BY PTO TREASURER:

Date Deposited in Bank: ____/____/____

Total Deposit: \$ _____