

## Alexander Graham Middle School PTO FUNDS RECEIVED Form 2017-2018

This form should be completed and submitted with your deposit in the safe located in the office of the AGMS Financial Secretary. Please note:

- All checks should be made payable to AG PTO, with the name of the committee or project on the memo line please fill in if it is not indicated.
- We do not record every check, only the total deposit. Your committee is responsible for keeping track of who has paid and who has not.
- Cash should be counted by two people immediately (same day), both of whom should sign below.
- Cash must be deposited into the PTO safe the same day received or given to the Assistant Treasurer if the school is locked. Please put deposit into a sealed envelope with committee name on front.

Questions? Contact the Assistant Treasurer, Heather Davis, 704.904.4174 or heatbdavis@yahoo.com

Thank you!

DATE: \_\_\_\_\_

ACTIVITY: \_\_\_\_\_

BUDGET CATEGORY: \_\_\_\_\_

CHECKS: Total # of checks \_\_\_\_\_

TOTAL CHECKS: \$ \_\_\_\_\_

CURRENCY:	Quantity	Amount
\$100	_____	_____
\$ 50	_____	_____
\$ 20	_____	_____
\$ 10	_____	_____
\$ 5	_____	_____
\$ 1	_____	_____

TOTAL CURRENCY: \$ \_\_\_\_\_

COINS (must be rolled unless less than a full roll):

\$1	_____	_____
.50	_____	_____
.25	_____	_____
.10	_____	_____
.05	_____	_____
.01	_____	_____

TOTAL COINS: \$ \_\_\_\_\_

TOTAL DEPOSIT: \$ \_\_\_\_\_

Deposit Submitted by: \_\_\_\_\_

Cash Counted by: \_\_\_\_\_

Cash Count Verified by: \_\_\_\_\_

PTO Committee: \_\_\_\_\_

*TREASURER'S USE ONLY*

Date Received: \_\_\_\_\_ TOTAL DEPOSIT: \_\_\_\_\_

PTA Budget Category: \_\_\_\_\_