**ATHENS HIGH SCHOOL PTO**

**DEPOSIT FORM**

**Name of person depositing funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Committee / Project / Group benefitted :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Function generating Funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEPOSIT - PLEASE COMPLETE REVERSE SIDE TO DETAIL CASH DEPOSITS**

**Total checks $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total cash (detail on reverse side by denomination) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GRAND TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**===============================================================**

**FOR TREASURER'S USE ONLY:**

**Date funds received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount of deposit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chk or Savings**

**Date of Bank Deposit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ATHENS HIGH SCHOOL PTO**

**DEPOSIT FORM – CASH DETAIL**

|  |  |  |  |
| --- | --- | --- | --- |
| **DENOMINATION** | **RECEIVED @ EVENT / SALE –**  **Please complete this column when counting cash** | ***For treasurer purposes only***  ***RECEIVED AFTER EVENT / SALE (if applicable)*** | ***For treasurer purposes only***  ***TOTAL*** |
| **Pennies** | **$** | ***$*** | ***$*** |
| **Nickels** | **$** | ***$*** | ***$*** |
| **Dimes** | **$** | ***$*** | ***$*** |
| **Quarters** | **$** | ***$*** | ***$*** |
| **Half Dollars** | **$** | ***$*** | ***$*** |
| **Dollar Coins** | **$** | ***$*** | ***$*** |
| **Total coins** | **$** | ***$*** | ***$*** |
|  |  |  |  |
| **Ones** | **$** | ***$*** | ***$*** |
| **Fives** | **$** | ***$*** | ***$*** |
| **Tens** | **$** | ***$*** | ***$*** |
| **Twenties** | **$** | ***$*** | ***$*** |
| **Fifties** | **$** | ***$*** | ***$*** |
| **Hundreds** | **$** | ***$*** | ***$*** |
| **Total bills** | **$** | ***$*** | ***$*** |
|  |  |  |  |
| **Total cash** | **$** | ***$*** | ***$*** |

* **Roll all coins into full rolls as much as possible. Coin rollers are located in the PTO cash box which will be given to you for the event or can be obtained from the office secretary if you were told to ask her.**
* **Put any unrollable coins into separate baggies by coin denomination**
* **Count all cash according to its denomination and record above in the first column only**
* **Complete the front of the deposit form**
* **Give all money to the office secretary**
* **If this is not a usual, normally scheduled event, please contact the Treasurer, Kim Bryson to let her know that the cash is in the office to pick up (248-828-7996 or Athenspto.treas@gmail.com)**