

Funds Received Form

AGMS PTO



This form should be completed and submitted with your deposit in the safe located in the office of Ms. Howard-Gresham (the AGMS Financial Secretary). Questions? Contact PTO Treasurer Anne Whalan at AGMSPTOtreasurer@gmail.com. Please note:

- All checks should be made payable to AGMS 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 Financial Secretary (Kerri Porter) if the school is locked. Please put the deposit into a sealed envelope with the committee name on it.

DATE: _____ ACTIVITY: _____ BUDGET CATEGORY: _____

TOTAL # CHECKS: _____ TOTAL CHECK AMOUNT: \$ _____

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: _____

<i>Treasurer's Use Only</i>	
Date Received: _____	TOTAL DEPOSIT: _____
PTO Budget Category: _____	_____