

# LINDEN HILL PTA



## DEPOSIT FORM

Date Received by Treasurer \_\_\_\_\_

EVENT (include date) OR DESCRIPTION OF DEPOSIT: \_\_\_\_\_

**CHECKS:** (Verify that all checks are made payable to Linden Hill PTA): Please make two adding machine tapes or spreadsheets of checks (one goes to the bank with the deposit and the other needs to be attached to this form). Thank you.

No. of Checks \_\_\_\_\_

Total Amount of Checks \$ \_\_\_\_\_

<u>COINS</u>	<u># of rolls</u>				<u>Loose coins</u>	<u>Total Amount</u>
Pennies	_____	@ \$0.50	= \$ _____	+	\$ _____	= \$ _____
Nickels	_____	@ \$2.00	= \$ _____	+	\$ _____	= \$ _____
Dimes	_____	@ \$5.00	= \$ _____	+	\$ _____	= \$ _____
Quarters	_____	@ \$10.00	= \$ _____	+	\$ _____	= \$ _____
50 cents					\$ _____	= \$ _____
Dollar					\$ _____	= \$ _____
						<b>Total Amount of Coins \$ _____</b>

<u>DOLLARS</u>	<u># of bundles</u>				<u>Loose bills</u>	<u>Total Amount</u>
Ones	_____	@ \$50	= \$ _____	+	\$ _____	= \$ _____
Fives	_____	@ \$250	= \$ _____	+	\$ _____	= \$ _____
Tens	_____	@ \$500	= \$ _____	+	\$ _____	= \$ _____
Twenties	_____	@ \$1,000	= \$ _____	+	\$ _____	= \$ _____
Fifties	_____	@ \$2,500	= \$ _____	+	\$ _____	= \$ _____
Hundreds	_____	@ \$5,000	= \$ _____	+	\$ _____	= \$ _____
						<b>Total Amount of Bills \$ _____</b>

**TOTAL DEPOSIT \$ \_\_\_\_\_**

This deposit was counted and verified by: (2 signatures required)

Signature: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

# PTA DEPOSIT FORM PROCEDURES

- **All** deposits of PTA funds must be accompanied by completed PTA Deposit Form. No exceptions will be made
- When making preparations for PTA sponsored activities, events, etc. at which cash and/or checks may be received consult with the Treasurer to make the necessary arrangements for deposits (coin & bill wrappers, bank deposit slips, calculators, cash boxes, bank deposit bags, etc.). Make prior arrangements with the Treasurer concerning who will be responsible for depositing the funds at the bank. Once the deposit has been made, the PTA Deposit Form & the Bank Deposit Slip must be given to the Treasurer immediately.
- Two persons are **required** to count all cash & checks when preparing funds to be deposited. This protects, verifies & avoids mistakes. Both persons must sign the Deposit Form. For your own protection & for Linden Hill PTA's protection NEVER count or open envelopes containing PTA cash receipts alone.
- **All** deposit forms must be accompanied by ***a complete description of the activity or event or other documentation to verify the transaction***. This description is necessary to insure that the funds are recorded properly in PTA accounting records.
- **All** monies must be reconciled (compared) to receipts, documentation (such as membership envelopes, fund raiser receipts, etc.) to make sure the deposit is accurate.
- **Monies received each day must be counted, reconciled and deposited immediately. If you need assistance with counting or are unable to make a trip to the bank contact the treasurer, another officer or another executive board member for assistance.**
- Fill in appropriate lines on the Deposit Form. Break down cash and checks received. All coins and bills should be wrapped if the amount permits.
- When processing checks for deposit write the name and room number of the child (student) in the MEMO portion of the check. This will enable us to track the check should it be returned for any reason. All checks must be stamped "***For deposit only – Linden Hill PTA***" on the back (obtain the stamp from the Treasurer).
- Deposit Forms must be used for every deposit (even for \$1 or one check).
- You may wish to photocopy this form when completed for your committee's records.

**DO NOT HOLD PTA MONEY AT SCHOOL OR AT HOME FOR ANY REASON.  
ALL MONIES RECEIVED MUST BE DEPOSITED IMMEDIATELY UPON  
RECEIPT.**