**Brinckerhoff PTA Deposit Report**

Date of the Deposit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person Making the Deposit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Details of the source of the money (items/quantities sold, reason for collection, etc…) :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MONEY TO BE DEPOSITED:** *Report all money returned. Do not deduct set-up money, if any.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qty |  |  |  |  |
|  | **X** | **$100.00** | **=** |  |
|  | **X** | **$50.00** | **=** |  |
|  | **X** | **$20.00** | **=** |  |
|  | **X** | **$10.00** | **=** |  |
|  | **X** | **$5.00** | **=** |  |
|  | **X** | **$2.00** | **=** |  |
|  | **X** | **$1.00** | **=** |  |
| **Total Bills:** | **$** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qty |  |  |  |  |
|  |  |  |  |  |
|  | **X** | **$1.00** | **=** |  |
|  | **X** | **50¢** | **=** |  |
|  | **X** | **25¢** | **=** |  |
|  | **X** | **10¢** | **=** |  |
|  | **X** | **5¢** | **=** |  |
|  | **X** | **1¢** | **=** |  |
| **+ Total Coins:** | **$** |

|  |  |
| --- | --- |
|  **= TOTAL CASH:** | **$** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of Checks:** |  |  | **+ Total Checks:** | **$** |
| (use back or attach spreadsheet) |  |  | **= TOTAL RECEIVED:** | **$** |

**Deposit Counted Independently By:**

(2 independent counters recommended for accuracy)

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** | **X** | **Signature:** | **X** |
| **Name:** |  | **Name:** |  |

Cash Box/Set Up Money Included in Deposit: \_\_\_\_\_ Yes \_\_\_\_\_No

**Checks Collected**

1st Column 2nd Column

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Check # | Amount |  |  | Check # | Amount |
| 1 |  |  |  | 34 |  |  |
| 2 |  |  |  | 35 |  |  |
| 3 |  |  |  | 36 |  |  |
| 4 |  |  |  | 37 |  |  |
| 5 |  |  |  | 38 |  |  |
| 6 |  |  |  | 39 |  |  |
| 7 |  |  |  | 40 |  |  |
| 8 |  |  |  | 41 |  |  |
| 9 |  |  |  | 42 |  |  |
| 10 |  |  |  | 43 |  |  |
| 11 |  |  |  | 44 |  |  |
| 12 |  |  |  | 45 |  |  |
| 13 |  |  |  | 46 |  |  |
| 14 |  |  |  | 47 |  |  |
| 15 |  |  |  | 48 |  |  |
| 16 |  |  |  | 49 |  |  |
| 17 |  |  |  | 50 |  |  |
| 18 |  |  |  | 51 |  |  |
| 19 |  |  |  | 52 |  |  |
| 20 |  |  |  | 53 |  |  |
| 21 |  |  |  | 54 |  |  |
| 22 |  |  |  | 55 |  |  |
| 23 |  |  |  | 56 |  |  |
| 24 |  |  |  | 57 |  |  |
| 25 |  |  |  | 58 |  |  |
| 26 |  |  |  | 59 |  |  |
| 27 |  |  |  | 60 |  |  |
| 28 |  |  |  | 61 |  |  |
| 29 |  |  |  | 62 |  |  |
| 30 |  |  |  |  |  |  |
| 31 |  |  |  |  | 2nd Column Total: |  |
| 32 |  |  |  |  |  + |  |
| 33 |  |  |  |  | 1st Column Total: |  |
|  |  |  |  |  |  = |  |
|  | 1st Column Total: |  |  |  | Total of All Checks: |  |
|  |  |  |  |  |  |  |