

Athens Drive Magnet High School PTSA Funds Received Form

Date _____

Activity _____

When cash is received, the funds must be counted by a minimum of two people

Coin	
Cash	
Checks	

Please coordinate with Treasurer for deposit of funds.

TOTAL Funds Received
(should agree with Budget Category Total)

Received by (Signature) _____

Received by (Signature) _____

Cash Calculation Worksheet:

Quantity	Denomination	Amount
	\$100	
	\$50	
	\$20	
	\$10	
	\$5	
	\$2	
	\$1	
TOTAL CASH		

Coin Calculation Worksheet:

Quantity	Denomination	Amount
	\$1.00	
	\$0.50	
	\$0.25	
	\$0.10	
	\$0.05	
	\$0.01	
TOTAL COIN		

Check Calculation Worksheet:

Check #	Name	Amount
TOTAL CHECKS		

Budget Category Worksheet:

Budget Category (i.e-membership, donation, hospitality etc)**	Amount
TOTAL <small>(this should agree with TOTAL Funds Received)</small>	

** For Membership please break out based on Parent, Student & Faculty

FOR TREASURER'S USE ONLY:

AMOUNT RECEIVED: _____ DATE: _____

Treasurer's Signature: _____