

# Deposit Detail

Date: \_\_\_\_\_ Committee/Event: \_\_\_\_\_

| CHECKS               |      |         |        | CASH             |       |        |  |
|----------------------|------|---------|--------|------------------|-------|--------|--|
| Item Count           | Name | Check # | Amount | Denomination     | Count | Amount |  |
| 1                    |      |         |        | \$1.00           | x     | \$     |  |
| 2                    |      |         |        | \$5.00           | x     | \$     |  |
| 3                    |      |         |        | \$10.00          | x     | \$     |  |
| 4                    |      |         |        | \$20.00          | x     | \$     |  |
| 5                    |      |         |        | \$50.00          | x     | \$     |  |
| 6                    |      |         |        | \$100.00         | x     | \$     |  |
| 7                    |      |         |        | \$0.25(quarters) | x     | \$     |  |
| 8                    |      |         |        | \$0.10 (dimes)   | x     | \$     |  |
| 9                    |      |         |        | \$0.05 (nickels) | x     | \$     |  |
| 10                   |      |         |        | \$0.01 (pennies) | x     | \$     |  |
| 11                   |      |         |        |                  |       |        |  |
| 12                   |      |         |        |                  |       |        |  |
| 13                   |      |         |        |                  |       |        |  |
| 14                   |      |         |        |                  |       |        |  |
| 15                   |      |         |        |                  |       |        |  |
| 16                   |      |         |        |                  |       |        |  |
| 17                   |      |         |        |                  |       |        |  |
| 18                   |      |         |        |                  |       |        |  |
| 19                   |      |         |        |                  |       |        |  |
| 20                   |      |         |        |                  |       |        |  |
| <b>Subtotals</b>     |      |         | \$     |                  |       | \$     |  |
| <b>Deposit Total</b> |      |         |        |                  |       | \$     |  |

Signature 1: \_\_\_\_\_ Signature 2: \_\_\_\_\_

Print name: \_\_\_\_\_ Print name: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**For Treasurer's Use Only**

Treasurer's signature: \_\_\_\_\_

Treasurer's notes: \_\_\_\_\_

- Deposits must be counted and signed by two PTA members.
- Staff members may not sign a count sheet.
- Please refer to the PTA's money handling guidelines for more information.