

Barnsley PTA Funds Deposit Form

Date Submitted: _____

Name of person making deposit: _____ Phone number: _____

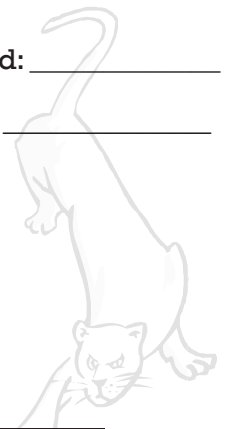
Event or activity: _____

CASH

of
 _____ \$100 bills = _____
 _____ \$50 bills = _____
 _____ \$20 bills = _____
 _____ \$10 bills = _____
 _____ \$5 bills = _____
 _____ \$1 bills = _____

of
 _____ dollars = _____
 _____ half dollars = _____
 _____ quarters = _____
 _____ dimes = _____
 _____ nickels = _____
 _____ pennies = _____

CASH total: _____



CHECKS

Check #	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Check #	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Check #	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CHECK total: _____

GRAND TOTAL: _____

Signature of depositor : _____

Chain of Custody

The Barnsley PTA policy is that deposits must be handed to either the treasurer, assistant treasurer or the president. In exceptional cases, a deposit may be handed to the school secretary, who will keep it in the safe until she can pass it on to the appropriate PTA officer.

Signature of depositor on handing over deposit : _____

Signature/title of person receiving deposit : _____

Date of transfer: _____

For treasurer's use only

Amount received: _____ Amount correct? yes no Date received: _____

Description: _____

Date entered in computer: _____ Date deposited in bank: _____

Signature of treasurer: _____