West Briar PTO Deposit Log

Event/Fundraiser: _____ Date: _____

Chairperson: _____ Phone: _____

Opening Balance: _____

CASH COLLECTED

		Enter Quantity in these fields ↓		Please do not write in these fields. Sum is generated by Excel. Other* Add manually. ↓
$100 Bills	x		=	
$50 Bills	x		=	
$20 Bills	x		=	
$10 Bills	x		=	
$5 Bills	x		=	
$1 Bills	x		=	
Quarters	x		=	
Dimes	x		=	
Nickels	x		=	
Pennies	x		=	
Other *	x		=	
			Total CASH:	

INSTRUCTIONS: The purpose of this hand-off process is to ensure the accurate transfer of PTO funds collected during PTO events and PTO fundraisers. Please complete all yellow fields on this form and manually calculate totals if a computer is not available. **Please submit the original form with your deposit and place it in the safe. Keep a copy for your records.**

OPENING BALANCE: If you were given a cash box for the event, please enter the amount of money you started with.

CASH: Enter quantity of each denomination. Please only enter the quantity of each bill/coin. Excel will calculate the total for each denomination, as well as the "Total Cash". Note: these figures should include the bills/coins from the Opening Balance, if there was one.

CHECKS: Enter the last name, check # and the dollar amt in the appropriate fields. Write student's name and teacher on each check.

TOTAL DEPOSIT: This represents the calculated sum of the cash and checks. This value should match the value contained in the envelope or cash box given to the President or Treasurer .

SIGNATURES: The money should be counted by the event Chair and another person at the end of an event. Both people should sign the form agreeing to the total amount.

CHECKS COLLECTED

Last Name	Check #	Amount
Example	***1525***	***$ 17.50***

Total Checks: $ -

↑ Please do not write in these fields. Sum is generated by Excel. ↓

Total DEPOSIT:

sign below ↓

X _____

X _____