

Date \_\_\_\_\_

## PTA MONEY COUNTING FORM

To PTA committee chairperson(s):

For sound financial management, the NMPTA recommends that **two** people count all money to be deposited. Then the money must be given to an officer on the same day to make the deposit. Please fill out the form below with **two** people counting the money and both signing below.

COMMITTEE: \_\_\_\_\_

### DESCRIPTION OF MONEY COUNTED (please check one)

*Deposit*

Deposit from a fund-raiser

Cash bank returned for deposit

Other Deposit \_\_\_\_\_

Currency		Coin	Check(s)
#	Total \$	Total \$	Total \$ _____
\$100 _____	\$ _____ .00	\$1.00 _____	Currency \$ _____ Coin \$ _____ Check(s) \$ _____ Total \$ _____
\$50 _____	\$ _____ .00	\$0.50 _____	
\$20 _____	\$ _____ .00	\$0.25 _____	
\$10 _____	\$ _____ .00	\$0.10 _____	
\$5 _____	\$ _____ .00	\$0.05 _____	
\$1 _____	\$ _____ .00	\$0.01 _____	
<b>Subtotal \$</b> _____ .00	<b>Subtotal \$</b> _____ .00		

1<sup>st</sup> counter: \_\_\_\_\_

2<sup>nd</sup> counter: \_\_\_\_\_

**Treasurer:** \_\_\_\_\_ **Date:** \_\_\_\_\_