

# Bells Mill Elementary School PTA

## Submission of Receipts

Date: \_\_\_\_\_

Receipts Submitted by: \_\_\_\_\_

Committee / Activity Account: \_\_\_\_\_

**CASH COUNT:**

CURRENCY:

		Amount Total
	X 100	
	X 50	
	X 20	
	X 10	
	X 5	
	X 1	
<b>TOTAL</b>		\$ __, __. __

COINS:

<b>TOTAL</b>	\$ __, __. __
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TOTAL CASH:

<b>TOTAL CASH</b>	\$ __, __. __
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**CHECKS:** Either list below or attach a spreadsheet with the information as shown

Name	Check #	Amount Total
1.		
2.		
3.		
4.		
<b>TOTAL CHECKS</b>		\$ __, __. __

Number of items \_\_\_\_\_

**GRAND TOTAL**

\$ __, __. __
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All receipts should be submitted immediately following close of activity/event

Treasurer's Records:

TOTAL Receipts: \_\_\_\_\_ Date of Deposit: \_\_\_\_\_

Account: \_\_\_\_\_