



Lake Tapps Elementary School PTA

5.2.30

Proudly Serving Lake Tapps and Dieringer Heights Elementary Schools

COUNTING OF FUNDS

Date: _____

Event and Committee: _____

Amount Collected: _____

Counters Signatures: _____

*Min 2 Signatures Required _____

CASH COUNTING SHEET

Pennies: _____
Nickels: _____
Dimes: _____
Quarters: _____
Half Dollars: _____

Ones: _____
Twos: _____
Fives: _____
Tens: _____
Twenties: _____
Fifties: _____
Hundreds: _____

TOTAL COIN: _____

TOTAL CURRENCY: _____

Total Coin: _____
Plus Currency _____
Plus Checks _____
Total _____
Less Starting Cash _____
TOTAL SALES: _____

Notes: All Deposits are required to complete this form with 2 PTA member signatures; preferably one should be the committee chair or the treasurer. All forms and money must be handed directly to the treasurer. Exceptions will be made if the form is completed with 5 or fewer checks attached. These may be placed directly into the lock box at either school. Please email the treasurer when placing a completed counting of funds form with 5 or less checks into the lock box as funds cannot stay at school for more than 24 hours. In these cases a receipt will be written and placed in the committee chairs folder. Funds will not be accepted without the completed form and 2 Signatures.

Receipt Given? _____ Date _____