

# Miscellaneous Deposits & Counting of Funds

Liberty High PTSA

**INSTRUCTIONS:** Please complete all unshaded portions of form. Two current PTSA members must verify the counts on this form, and both must sign and date it. For small amounts, place in the PTSA Box in the office. For larger amounts, or more than a trivial amount of cash, please give by hand to the PTSA Treasurer. List additional checks on the back of this form if needed. A receipt will be placed in the appropriate committee folder in the PTSA Box. Please contact treasurer@libertyhighptsa.com with any questions.

PTSA Event/ Committee/ Source of Funds \_\_\_\_\_

**COIN**

**CURRENCY**

\_\_\_\_\_ x Pennies = \_\_\_\_\_  
 \_\_\_\_\_ x Nickels = \_\_\_\_\_  
 \_\_\_\_\_ x Dimes = \_\_\_\_\_  
 \_\_\_\_\_ x Quarters = \_\_\_\_\_  
 \_\_\_\_\_ x Half Dollars = \_\_\_\_\_  
 \_\_\_\_\_ x Dollars = \_\_\_\_\_

\_\_\_\_\_ x \$1 = \_\_\_\_\_  
 \_\_\_\_\_ x \$2 = \_\_\_\_\_  
 \_\_\_\_\_ x \$5 = \_\_\_\_\_  
 \_\_\_\_\_ x \$10 = \_\_\_\_\_  
 \_\_\_\_\_ x \$20 = \_\_\_\_\_  
 \_\_\_\_\_ x \$50 = \_\_\_\_\_  
 \_\_\_\_\_ x \$100 = \_\_\_\_\_

Coin subtotal = \_\_\_\_\_

Currency subtotal = \_\_\_\_\_

Cash (coins + Currency) subtotal = \_\_\_\_\_

**CHECKS**

**From:**

	x \$		=	
	x \$		=	
	x \$		=	
	x \$		=	
	x \$		=	
	x \$		=	
	x \$		=	
	x \$		=	

Checks Subtotal = \_\_\_\_\_

GRAND TOTAL = \_\_\_\_\_

Account Summary totals:

		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
<b>TOTAL</b>		\$	

Counter #1 \_\_\_\_\_ Date \_\_\_\_\_ Counter #2 \_\_\_\_\_ Date \_\_\_\_\_

Verified by Treasurer \_\_\_\_\_ Date \_\_\_\_\_ Receipt issued \_\_\_\_\_