

Corl Street PTO

Activity Reconciliation for Monetary Receipts

This form is to be used to account for funds received on behalf of the Corl Street PTO. It is suggested that at least two individuals count and/or verify all receipts for a particular event.

Event Name:		Date:	
Count Cash Proceeds:	Pennies		x \$0.01 =
	Nickels		x \$0.05 =
	Dimes		x \$0.10 =
	Quarters		x \$0.25 =
	Total Coins		
	Ones		x \$1.00 =
	Fives		x \$5.00 =
	Tens		x \$10.00 =
	Twenties		x \$20.00 =
	Fifties		X \$50.00 =
	Total Currency		

Check Proceeds:	See Reverse/Page 2 of Form
------------------------	----------------------------

Total Receipts:	Coin Total	=	
	Currency Total	=	
	Checks Total	=	
	Total		

By submission of this form, we certify that the receipts on this form are a true and accurate accounting of the PTO and/or school-related activity monetary receipts.

Signature:

Signature:

*Please submit this form to the Corl Street Treasurer, Rachel Unger.
Contact her at runger12@gmail.com or 814-206-8987 with questions.*

For Treasurer's Use Only:

Category:			
Date(s) Deposited:		Amount:	

Check Proceeds:

Check #	Last Name	Dollars		Cents
			.	
			.	
			.	
			.	
			.	
			.	
			.	
			.	
			.	
			.	
			.	
			.	
			.	
			.	
			.	
			.	
			.	
			.	
			.	
			.	
			.	
			.	
			.	
			.	
			.	
			.	
			.	
Total Checks				