



McCall Elementary PTA

Itemized Cash/Check Deposit Form (v5)



To be used when giving funds (cash/checks) to Treasurer  
 (Please make sure that there are always 2 people counting money to protect the reliability of the count.)

*Gray cells are automatically calculated if you are completing this form using Excel.*

Event/Purpose		Event Date	
Chairman		Today's Date	
Person Completing Form		Phone #	

Name			Check #	Amount		
			<b>Subtotal</b>			
			<b>Subtotal From The Other Side</b>			
			<b>CHECKS TOTAL</b>			
Bills	Count	Amount	Coins		Count	Amount
\$100			Dollar	\$1.00		
\$50			50 Cent	\$0.50		
\$20			Quarters	\$0.25		
\$10			Dimes	\$0.10		
\$5			Nickels	\$0.05		
\$2			Pennies	\$0.01		
\$1						
<b>Bills Total</b>					<b>Coins Total</b>	
			<b>CASH TOTAL</b>			

<b>TOTAL DEPOSIT</b>	
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Fund Distribution	Amount
<input type="checkbox"/> Color Run <input type="checkbox"/> Silent Auction <input type="checkbox"/> Fall Book Fair <input type="checkbox"/> Spring Book Fair <input type="checkbox"/> Garden	
<input type="checkbox"/> Fall Festival <input type="checkbox"/> Spring Dance <input type="checkbox"/> Coporate Sponsors <input type="checkbox"/> Painless <input type="checkbox"/> Hospitality	
<input type="checkbox"/> Membership <input type="checkbox"/> Spirit Store <input type="checkbox"/> Spirit Nights <input type="checkbox"/> School Supplies <input type="checkbox"/> Yearbook	
<input type="checkbox"/> Astronomy Club <input type="checkbox"/> Spirit Wear <input type="checkbox"/> Afterschool Programs <input type="checkbox"/> Choir <input type="checkbox"/> Field Day	
<input type="checkbox"/> Other :	
<input type="checkbox"/> Other :	

Notes To Treasurer :

Signatures	Date
Counter's Signature	
Counter's Signature	
Received By Treasurer	

