



**McCall Elementary PTA
Itemized ACH Deposit Form (v7)**



To be used when reporting funds (ACH) to Treasurer

(Please make sure that there are always 2 people verifying the records to protect the reliability of the count.)

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

Gray cells are automatically calculated if you are completing this form using Excel.
Please attach PayPal/Square transactions report reflecting the deposit amount.
PayPal : Only transactions NOT originated from Membership Toolkit should be reported.
Square : Square only reports total fees charged, not per category. As a result, Square fees per budget category should be calculated using the following formula :

$$\text{Total Fee} * (\text{Category Gross} / \text{Total Gross})$$

Funding Source	From	To	Gross	Tax	Fees	Deposit
<input type="checkbox"/> Square <input type="checkbox"/> PayPal	/ /201 ~	/ /201				
<input type="checkbox"/>	/ /201 ~	/ /201				
<input type="checkbox"/>	/ /201 ~	/ /201				
TOTAL						

Fund Distribution	Gross	Tax	Fee	Deposit
<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"/> Fall Festival <input type="checkbox"/> Spring Dance <input type="checkbox"/> Corporate Sponsors <input type="checkbox"/> Membership				
<input type="checkbox"/> Painless <input type="checkbox"/> Spirit Store <input type="checkbox"/> Spirit Nights <input type="checkbox"/> School Supplies				
<input type="checkbox"/> Astronomy Club <input type="checkbox"/> Spirit Wear <input type="checkbox"/> Afterschool Programs <input type="checkbox"/> Choir				
<input type="checkbox"/> Garden <input type="checkbox"/> Hospitality <input type="checkbox"/> Yearbook <input type="checkbox"/> Field Day				
<input type="checkbox"/> Other :				
<input type="checkbox"/> Other :				
TOTAL				

Notes To Treasurer :

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

(When turning in a deposit, please allow time for another count of the total deposit.)