

LONDON TOWNE ELEMENTARY PTA

FUND SUBMISSION FORM

Purpose: An officer or committee chairperson should use this form whenever they are collection funds and/or making sales.

Directions:

1. At the conclusion of your sales, two unrelated people should count the funds. Checks should be batched in groups of no more than 30, and an adding machine tape listing each check and the total should be attached to the batch. A separate tape totaling all batches should be included. The amount on this tape should equal the amount of checks on this form.
2. Bills should be sorted by denomination and secured by a rubber band. Coins should be rolled if they make a complete roll, otherwise they should be in a Ziploc bag.
3. Complete the form.
4. Place the funds and the form in a sealed envelope. Place in the PTA lockbox at the school and notify the treasurer to pick up the funds.

FUND SUBMISSION

Event: _____

Date of Event: _____

Denomination	Quantity	Amount
\$20		
\$10		
\$5		
\$1		
\$0.25		
\$0.10		
\$0.05		
\$0.01		
Total Cash	-----	

Checks	Quantity	Amount

GRAND TOTAL		
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Counted by (Print Name): _____ Signature: _____ Date: _____

Counted by (Print Name): _____ Signature: _____ Date: _____

Treasurer Initials: _____ Date Deposited: _____ GL Account Code _____