

**WILSON CREEK ELEMENTARY PTA  
Funds Received Form**

This form **MUST** accompany all money given to the Treasurer.

Cash Received: (To be verified by one other person. Verifier, please sign below.)

\$1's	\$ _____
\$5's	\$ _____
\$10's	\$ _____
\$20's	\$ _____
\$50's, 100's	\$ _____
Coins	\$ _____

**Total currency** \$ \_\_\_\_\_

Checks: (Attach completed Check Remittance Form.)

Number of checks: \_\_\_\_\_ **Total checks** \$ \_\_\_\_\_

**Total cash and checks** \$ \_\_\_\_\_

.....

Budget categories: \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

.....

Prepared By: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Phone: \_\_\_\_\_

Verified By: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Deposit Date: \_\_\_\_\_

G/L Entry Date: \_\_\_\_\_

The chairman of any fund raising activity is responsible for seeing that the treasurer receives all revenue immediately after completion of the activity. The preparer and a treasurer should count all monies received and both should sign a statement verifying the amount. Use a verifier (a 3<sup>rd</sup> person) when possible. A receipt should be given to the chairman for the entire amount. Even if the project is a continuing one, all monies should be deposited daily in the PTA account. Never deposit any money in anyone's personal account, in the school account or leave money in the school building or someone's home. If the treasurer is not available to receive monies, the monies may be placed in the school safe until the treasurer can obtain it.