

# PTA CASH VERIFICATION FORM

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Event Chair: \_\_\_\_\_ Phone: \_\_\_\_\_

Form submitted by (if different than Event Chairperson): \_\_\_\_\_

**CHECKS** #of checks \_\_\_\_\_ Total Amount of Checks \$ \_\_\_\_\_

Use reverse side of form to itemize all checks and transfer your totals above.

**GIFT CARD/CERTIFICATE/PRE-PAID CARD** #of Cards \_\_\_\_\_ Total Value \$ \_\_\_\_\_

Use Gift Card Record Sheet to keep track of all Gift Cards, etc. When receiving gift cards fill in lines above to record in Treasurer's Report.

**CASH/PayPal Deposit:** Total PayPal \$ \_\_\_\_\_ Total Amount Cash \$ \_\_\_\_\_

Write sum of **Total PayPal** deposits on PayPal line above. Write the sum of the **Total Bills** and the **Total Coins** in the **Total Cash** line above.

Type of Bill	#	Amount	Type of Coin	#	Amount	PayPal Deposits	Gift/Certificate/ Prepaid Cards
\$100.00		\$ .	Dollar		\$ .	\$ .	\$ .
\$50.00		\$ .	Half-dollar		\$ .	\$ .	\$ .
\$20.00		\$ .	Quarter		\$ .	\$ .	\$ .
\$10.00		\$ .	Dime		\$ .	\$ .	\$ .
\$5.00		\$ .	Nickel		\$ .	\$ .	\$ .
\$2.00		\$ .	Penny		\$ .	\$ .	\$ .
\$1.00		\$ .			\$ .	\$ .	\$ .
			<b>TOTAL</b>		\$ .	\$ .	\$ .
<b>TOTAL</b>		\$ .					

**TOTAL DEPOSIT \$** \_\_\_\_\_

Write the sum of the **Total Checks**, **Total Gift Cards** and the **Total Cash** in the **Total Deposit** line above.

Counter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Print and Sign)

Counter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Print and Sign)

Treasurer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Print and Sign)

**Maryland PTA financial policy requires that at least two (2) people are responsible for counting money at the end of each event.**

1. At least one counter **must** be a PTA Board Member, but not necessarily the Chairperson of the event.
2. Each counter and the event chairperson should keep a copy of this signed form for his/her records.
3. At no time should PTA funds be taken home by a volunteer.
4. Money should be counted immediately at the close of each event and transferred into the Treasurer's custody.

**THE TREASURER SHOULD NOT RECEIVE MONEY THAT IS NOT ACCOMPANIED BY THIS FORM, COMPLETED IN ITS ENTIRETY.**