



Fremont PTA Deposit Form – Acct 20502

Fill out this form completely and have a second volunteer verify your deposit. After verifying the deposit amount, sign your names at the bottom. When complete, place cash, checks and deposit form in the safe located in the workroom.

Activity/Event _____ Date _____

Cash – Organize all cash into denominations listed below with *all bills facing the same direction*. Group bills as follows: \$1's (\$25 or \$100) \$5's (\$100) \$10's (\$250) \$20's (\$500). Place all loose coins in a plastic bag.

Coins

_____ x 1¢ = _____

_____ x 5¢ = _____

_____ x 10¢ = _____

_____ x 25¢ = _____

_____ x 50¢ = _____

_____ x \$1 = _____

Currency

_____ x \$1 = _____

_____ x \$5 = _____

_____ x \$10 = _____

_____ x \$20 = _____

_____ x \$50 = _____

_____ x \$100 = _____

Total Coins \$ _____

Total Currency \$ _____

TOTAL CASH \$ _____

Checks – Organize checks into sets of equal denominations (i.e. all \$15 checks together) and list by number of checks in each denomination. Include adding machine tape when deposit has over 50 checks. Write in activity/event on memo for all checks in case of insufficient funds. Make sure all checks are payable to Fremont PTA, signed and have dollar and written amounts that are equal. The bank will deposit the amount that has been written out versus the dollar amount.

_____ \$ _____ = _____

_____ \$ _____ = _____

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_____ \$ _____ = _____

_____ \$ _____ = _____

_____ \$ _____ = _____

_____ \$ _____ = _____

TOTAL CHECKS \$ _____

DEPOSIT TOTAL (Cash+ Checks) \$ _____

Verification: Name _____ Signature _____

Name _____ Signature _____

Membership Dues: # _____ members @ \$ _____ (dues) = \$ _____ + donations = \$ _____ Grand Total \$ _____

For Treasurer Use: Amount Received: \$ _____ Signature _____ Date _____