

# Income Form



Date \_\_\_\_\_

Money received from \_\_\_\_\_ Event \_\_\_\_\_

<b>Coins</b>	_____	X	0.01	=	_____
	_____	X	0.05	=	_____
	_____	X	0.10	=	_____
	_____	X	0.25	=	_____
	_____		0.50	=	_____
	_____	X	1.00	=	_____
			<b>Coin Total</b>		\$

<b>Currency</b>	_____	X	1.00	=	_____
	_____	X	5.00	=	_____
	_____	X	10.00	=	_____
	_____	X	20.00	=	_____
	_____	X	50.00	=	_____
	_____	X	100.00	=	_____
			<b>Curr Total</b>		\$

**Cash Total** \$ \_\_\_\_\_

**Checks** Quantity \_\_\_\_\_ **Chk Total** \$ \_\_\_\_\_

*Attach a list of itemized checks.*

**Grand Total** \$ \_\_\_\_\_

**Budget Category to be credited**

_____	Amount	_____
_____	Amount	_____
_____	Amount	_____
_____	Amount	_____

*See reverse side for categories*

**Verification**

*Two signatures are required to certify these funds were received and properly accounted for.*

Signature \_\_\_\_\_ Signature \_\_\_\_\_

<b>For Treasurer's use only</b>		
Amount received \$ _____	Date received _____	Date deposited _____
Treasurer's signature _____	Date entered in Quicken _____	

## Budget Categories for Income

Bruster's	Media Center Donation
Directory	Membership Dues
Family Fun Night	Misc Income
Family Portrait	Reading Enrichment Sponsors
Fifth Grade Activities	Recycling
Fun Run	Scan Cards
Gift Wrap	School Store
GM Boxtops, Campbell Soup Labels	Science Night
Grade Level Contributions	Spirit Wear
Hillside Helping Hands	Spring Carnival
Interest Income	Yearbook
Learning Express Week	

## Procedures for counting and submitting monies

- 1 Make sure there are *at least two people counting* the monies. All monies need to remain at the school until they have been counted and signed over to the Treasurer.
- 2 Attach a **list of checks**, which include the following: name, check number, check amount
- 3 All counters need to **sign** this form.
- 4 Present the form and monies to the Treasurer. Make sure you are present while the Treasurer recounts the money and signs the form indicating the dollar amount to be deposited and the amount on the form are the same.
- 5 If the Treasurer is unavailable, either a president or the Secretary will become responsible for PTA monies.