

Counting of Funds

Sunny Hills Elementary PTA

INSTRUCTIONS: Please complete all unshaded portions of form. Two current PTA members must verify the counts on this form, and both must sign, print name, and date it. Additional checks can be listed on the back of this form or on a continuation form if needed. Place all funds in the Safe in the PTA Room OR give by hand to the PTA Treasurer. If you need assistance, or have questions, please contact one of the [PTA Treasurer](#).

PTA Event / Committee / Source of Funds: _____

COIN

_____ x **Pennies** = _____
 _____ x **Nickels** = _____
 _____ x **Dimes** = _____
 _____ x **Quarters** = _____
 _____ x **Half-dollars** = _____
 _____ x **Dollars** = _____

Coin subtotal _____

CURRENCY

_____ x **\$1** = _____
 _____ x **\$2** = _____
 _____ x **\$5** = _____
 _____ x **\$10** = _____
 _____ x **\$20** = _____
 _____ x **\$50** = _____
 _____ x **\$100** = _____

Currency subtotal _____

Cash (coins + currency) subtotal _____

CHECKS

_____ x \$_____ = _____
 _____ x \$_____ = _____
 _____ x \$_____ = _____
 _____ x \$_____ = _____
 _____ x \$_____ = _____
 _____ x \$_____ = _____

_____ x \$_____ = _____
 _____ x \$_____ = _____
 _____ x \$_____ = _____
 _____ x \$_____ = _____
 _____ x \$_____ = _____
 _____ x \$_____ = _____

Checks subtotal _____

Page #2 Checks subtotal _____

GRAND TOTAL _____

Verified by _____ Date _____

Print Name _____

Verified by _____ Date _____

Print Name _____

Verified by Treasurer _____ Date _____ Receipt Issued

Counting of Funds

Continuation Sheet # 2 of 2

Sunny Hills Elementary PTA

Checks

_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____
_____	x	\$	_____	=	_____	_____

Page _____ subtotal _____

