

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. A receipt will be emailed to the appropriate committee member. If you need assistance, or have questions, please contact one of the PTA Treasurers, Pailin Huang (425-557-5393) and Cliff Wright (425-443-6078).

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 subtotal _____

GRAND TOTAL _____

Verified by _____ Date _____

Print Name _____

Verified by _____ Date _____

Print Name _____

Verified by Treasurer _____ Date _____ Receipt Issued

