



# Sunny Hills Elementary PTA Counting of Funds Form

**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 the [PTA Treasurer](#).

PTA Event / Committee / Source of Funds: \_\_\_\_\_

### COIN

\_\_\_\_\_ x **Pennies** = \_\_\_\_\_  
 \_\_\_\_\_ x **Nickels** = \_\_\_\_\_  
 \_\_\_\_\_ x **Dimes** = \_\_\_\_\_  
 \_\_\_\_\_ x **Quarters** = \_\_\_\_\_  
 \_\_\_\_\_ x **Half-dollars** = \_\_\_\_\_  
 \_\_\_\_\_ x **Dollars** = \_\_\_\_\_

### CURRENCY

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

**Coin subtotal** \_\_\_\_\_

**Currency subtotal** \_\_\_\_\_

**Cash (coins + currency) subtotal** \_\_\_\_\_

### CHECKS

\_\_\_\_\_ x \$ \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ x \$ \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ x \$ \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ x \$ \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ x \$ \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ x \$ \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ x \$ \_\_\_\_\_ = \_\_\_\_\_  
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 \_\_\_\_\_ 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

# SHPTA Counting of Funds Continuation Form

**INSTRUCTIONS:** Please submit this continuation form with the signed Counting of Funds Form.

PTA Event / Committee / Source of Funds: \_\_\_\_\_

## CHECKS

_____	X \$ _____	= _____	_____	X \$ _____	= _____	_____
_____	X \$ _____	= _____	_____	X \$ _____	= _____	_____
_____	X \$ _____	= _____	_____	X \$ _____	= _____	_____
_____	X \$ _____	= _____	_____	X \$ _____	= _____	_____
_____	X \$ _____	= _____	_____	X \$ _____	= _____	_____
_____	X \$ _____	= _____	_____	X \$ _____	= _____	_____
_____	X \$ _____	= _____	_____	X \$ _____	= _____	_____
_____	X \$ _____	= _____	_____	X \$ _____	= _____	_____
_____	X \$ _____	= _____	_____	X \$ _____	= _____	_____
_____	X \$ _____	= _____	_____	X \$ _____	= _____	_____
_____	X \$ _____	= _____	_____	X \$ _____	= _____	_____
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_____	X \$ _____	= _____	_____	X \$ _____	= _____	_____
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_____	X \$ _____	= _____	_____	X \$ _____	= _____	_____
_____	X \$ _____	= _____	_____	X \$ _____	= _____	_____
_____	X \$ _____	= _____	_____	X \$ _____	= _____	_____
_____	X \$ _____	= _____	_____	X \$ _____	= _____	_____
_____	X \$ _____	= _____	_____	X \$ _____	= _____	_____

Page \_\_\_\_\_ subtotal \_\_\_\_\_