

## **ITEMIZED RECEIPT FORM: (Procedure)**

1. Fill out upper section of form with appropriate information.
2. If money was received from treasurer for change, take that amount out before counting remainder of money.
3. Please make sure that there are always 2 people counting money to protect the reliability of the count.
4. **Checks:**
  - Verify all checks are made payable to Lone Star Elementary PTA (LSE PTA). In the memo section write fundraiser activity. (This information is needed in case a check is returned.)
  - Count and total checks. An item count of checks and a total amount of checks is requested. Fill out back of form with each check number, last name of account holder and check amount. (This information is also needed in case a check is returned.) On the bottom section of the form, fill out: **Total # of checks** and **Total Amount of Checks**.
5. **CASH: (Currency & Coins)**
  - First box is for **bills** only. Count number of 1's, 2's, 5's, 10's, 20's, 50's, 100's. Fill in number count and amount. Enter Total Bills.
  - Second box is for **coins** only. Count pennies, nickels, dimes, quarters, half dollars, and dollars. Fill in number count and amount. Enter Total Coins.
  - Add Total Bills and Total Coins to get Total Cash.
6. Add **Total Amount of Checks & Total Cash** to get amount of **Total Deposit**.
7. Second counter should verify check count and amount is accurate and the cash section is accurate. If not balanced, then a recount must be done until both counters have agreed on an equal amount.
8. Once both counters have determined an equal count, both counters should then sign the form.
9. Make a copy of form (front and back) for chairman's records.
10. Give completed form to treasurer for deposit.

## **RETURN TO TREASURER:**

- Original completed form with both signatures.
- All cash & checks
- Cash box (if used)
- Money for change separate from deposit money (if used)

\* Do not assume the first counter's amounts are correct.

\* Allow time for counting of cash, logging and balancing of all checks.

# Lone Star Elementary PTA Itemized Receipt Form

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Chairman: \_\_\_\_\_ Phone #: \_\_\_\_\_

Person completing form: \_\_\_\_\_ Phone #: \_\_\_\_\_

(Please make sure there are always 2 people counting money to protect the reliability of the count.)

**Total Amount of Checks**      \$ \_\_\_\_\_  
(total of all checks listed from other side of form)

Bills	#	Amount
\$100.00		
\$50.00		
\$20.00		
\$10.00		
\$5.00		
\$2.00		
\$1.00		
Total		

Total Bills      \$ \_\_\_\_\_

Coins	#	Amount
Dollar		
50 Cent		
Quarters		
Dimes		
Nickels		
Pennies		
Total		

Total Coins      \$ \_\_\_\_\_

**Total Cash**      \$ \_\_\_\_\_

**Total Deposit**      \$ \_\_\_\_\_

Counter's Signature: \_\_\_\_\_

Counter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

(When turning in a deposit, please allow time for another count of the total deposit so a receipt can be given to the person turning in the deposit.)

