

**FLORIS ELEMENTARY PTA
DEPOSIT FORM**

Complete and remit this form with money for deposit to the PTA Financial Secretary or other PTA Executive Committee member **IN PERSON** by the required due date.

Date: _____ **Committee:** _____

Description of Deposit (please include information such as session, # of participants or registrations, type of items sold and quantities, rates/prices. Attach bills, invoices, and registration/class rosters or spreadsheets.):

CASH			
	Denomination	#	Total
1	100's	X	= \$
2	50's	X	= \$
3	20's	X	= \$
4	10's	X	= \$
5	5's	X	= \$
6	1's	X	= \$
7	Quarters	X	= \$
8	Dimes	X	= \$
9	Nickels	X	= \$
10	Pennies	X	= \$
11	Total Cash:		\$
CHECKS (If more than 25 checks, please attach check listing or spreadsheet with Payer Name, Check #, and Check Amount)			
12	# of Checks:		\$
13	TOTAL DEPOSIT:		

To Be Completed by the Committee Chair:	
Name: _____	Phone: _____
Email: _____	
Signature: _____	Date: _____
To Be Completed by PTA Financial Secretary:	
Date Received: _____	Total Amount Received/Verified: \$ _____
Discrepancies: _____	
Date Deposit: _____	Batch Number: _____ Signature: _____

FLORIS ELEMENTARY PTA DEPOSIT FORM INSTRUCTIONS

1. All funds collected must be transferred to the PTA Financial Secretary (or another PTA Executive Board member) **IN PERSON** by the “Deposit Due Date” set by the PTA Financial Secretary. The Committee Chairperson is responsible for contacting the PTA Financial Secretary to arrange money transfers.

Please contact Renee Williams at AU88@aol.com or 703-657-3227 to arrange money transfers.

2. A completed **FLORIS PTA DEPOSIT FORM** must be remitted with the collected funds for deposit. To complete the Deposit Form:

- a. Enter the Date and Committee Name.
- b. Description of Deposit – Include as much information as possible as to why the money was collected/received, such as:
 - The description of activity, session, or items sold
 - The number of tickets, participants, registrants, items
 - The rates or prices of the tickets, memberships, items

Attach or include the following information, if available:

- Registration or order form to show prices/rates
 - Vendor invoices or bills
 - Class/activity roster or spreadsheet
- c. Cash – Record cash by denomination and total.
 - Sort and bundle cash by denomination.
 - Stack bills in the same direction.
 - d. Checks – Record the number of checks and total.
 - Spreadsheets may be included to list and total checks.
 - If more than 25 checks, please include check information on Committee spreadsheet/roster or separate spreadsheet/listing. Include: Check #, Payer’s Last Name, Check Amount, and Total Amount of Checks
 - Verify checks are complete as follows:
 - o Date: **No post dated checks allowed**
 - o Payable to: **Floris PTA or Floris Elementary PTA**
 - o Numeric amount and written amount must match
 - o Signature
 - e. Total Deposit – Record Total of Cash plus Checks.
 - f. Committee Chair must complete contact information and sign.

3. For questions and assistance, please contact Renee Williams at AU88@aol.com or 703-657-3227.