



## RECEIPTS SUMMARY FORM

DATE: \_\_\_\_\_ TOTAL RECEIPTS: \$ \_\_\_\_\_

ACTIVITY: \_\_\_\_\_

BUDGET CATEGORY: \_\_\_\_\_

CASH: \$ \_\_\_\_\_

CHECKS: \$ \_\_\_\_\_

COINS = \$ \_\_\_\_\_

\_\_\_\_\_ X 1.00 = \$ \_\_\_\_\_

\_\_\_\_\_ X 5.00 = \$ \_\_\_\_\_

\_\_\_\_\_ X 10.00 = \$ \_\_\_\_\_

\_\_\_\_\_ X 20.00 = \$ \_\_\_\_\_

\_\_\_\_\_ X 50.00 = \$ \_\_\_\_\_

\_\_\_\_\_ X 100.00 = \$ \_\_\_\_\_

TOTAL NUMBER OF CHECKS: \_\_\_\_\_

*Check Log: List Check #, Name and Amount on reverse, add additional sheets as needed*

The undersigned certify these funds (shown above) were received for PTSA Activities and properly accounted for, and are to be credited to the appropriate PTSA account as noted.

Signature: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

Treasurer: \_\_\_\_\_

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

QBO: \_\_\_\_\_ Additional Notes: \_\_\_\_\_

Check Log

	<b>Name</b>	<b>Check #</b>	<b>Amount</b>
1			
2			
3			
4			
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25			
26			
27			
28			
29			
30			
		<b># of Checks</b>	<b>Checks Total</b>