

2016-2017 WARD PTA COMMITTEE DEPOSIT REPORT

This form is to be used to reconcile and prepare for deposit the receipts collected from the Ward PTA committees' events, projects, and initiatives.

Committee Name	
Event, Project, or Initiative	
Date of Event	
Event Lead Person	

DEPOSIT INFORMATION

CASH (please group all cash by denomination, with heads facing in the same direction)		
Bill Denomination	Number of Bills	Sub-Total
\$100.00's		\$
\$50.00's		\$
\$20.00's		\$
\$10.00's		\$
\$5.00's		\$
\$1.00's		\$
Coins (please roll if possible)	N/A	\$
Total Cash Amount -		\$

CHECKS	
Number of Checks	
Total Checks Amount	\$

TOTAL DEPOSIT	
TOTAL CASH AMOUNT	\$
TOTAL CHECKS AMOUNT	\$
TOTAL DEPOSIT	\$

Counted by (Committee Member): _____

Re-counted by (Committee Member): _____

Upon completion, contact Aly Nardozzi, **Receivables Treasurer**, by phone at **(914) 318-7309** or by email at **alynardozzi@gmail.com** to arrange a mutually convenient time and place to meet for facilitation of deposit. At that time, the amount will be verified by both Aly and the committee member. If you have any questions or comments regarding the use of this form, please feel free to contact Aly at your convenience.

Date submitted _____