



# INCOME COLLECTION SHEET

everychild. one voice.

All deposits of PTA funds must be accompanied by a completed Income Collection Sheet.  
 Please be sure that two members count all cash & checks and sign the bottom of the sheet.  
 Once the money is counted and the form is completed, place in a sealed envelope.  
 Contact the Treasurer to arrange for pickup and deposit. If arrangements cannot be made, place in a campus lockbox and inform the Treasurer.

**EVENT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### INCOME CATEGORY TO BE CREDITED:

Please break down amounts by category if deposits are from different activities.

INCOME CATEGORY	DESCRIPTION	AMOUNT
<b>TOTAL INCOME CATEGORY</b>		<b>\$</b>

CASH RECEIVED		
BILLS	QUANTITY	TOTAL
\$50	X _____	= \$ _____
\$20	X _____	= \$ _____
\$10	X _____	= \$ _____
\$5	X _____	= \$ _____
\$1	X _____	= \$ _____
<b>TOTAL BILLS</b>		<b>\$</b> _____
COINS		
COINS	QUANTITY	TOTAL
Quarters	X _____	= \$ _____
Dimes	X _____	= \$ _____
Nickels	X _____	= \$ _____
Pennies	X _____	= \$ _____
<b>TOTAL COINS</b>		<b>\$</b> _____

CHECKS RECEIVED			
LAST NAME	CHECK #	DOLLARS	CENTS
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
For deposits with more than 15 checks, please use check log on back.			
<b>TOTAL FROM CHECK LOG ON BACK</b>		<b>\$</b>	
<b>TOTAL ALL CHECKS</b>		<b>\$</b>	

**TOTAL DEPOSIT**  
 (CASH+ALL CHECKS) \$ \_\_\_\_\_

\*\*\*TOTAL INCOME CATEGORY SHOULD EQUAL TOTAL DEPOSIT\*\*\*

COUNTER 1  
SIGNATURE: \_\_\_\_\_

COUNTER 2  
SIGNATURE: \_\_\_\_\_

TREASURER  
SIGNATURE: \_\_\_\_\_

DEPOSIT # \_\_\_\_\_

DATE: \_\_\_\_\_