

# Keller PTA Event Summary – Financials

Event Name:	Date:
Chairperson(s):	

CHECKS/MONEY ORDER: (Need more room? List it on the back)

List Check # & Check Amount	List Check # & Check Amount	List Check # & Check Amount	List Check # & Check Amount	List Check # & Check Amount
1	12	23	34	45
2	13	24	35	46
3	14	25	36	47
4	15	26	37	48
5	16	27	38	49
6	17	28	39	50
7	18	29	40	51
8	19	30	41	52
9	20	31	42	53
10	21	32	43	54
11	22	33	44	55
<b>SUBTOTAL:</b>				

CASH:

Currency	How many?	Amount Total
\$100		\$
\$50		\$
\$20		\$
\$10		\$
\$5		\$
\$2		\$
\$1		\$
Coin	How many?	Amount Total
Dollars		\$
Half Dollars		\$
Quarters		\$
Dimes		\$
Nickels		\$
Pennies		\$
<b>SUBTOTAL:</b>		\$
<b>CHECK TOTAL</b>	+	\$
<b>(Minus Cash Box)</b>	-	\$
<b>EVENT GRAND TOTAL</b>		\$

**Event Financials:**

Two people need to account for all monies collected and recorded. Both people need to sign this form, make a copy for your record and deposit into the safe in the PTA volunteer room.

1<sup>st</sup> Signature: \_\_\_\_\_

2<sup>nd</sup> Signature: \_\_\_\_\_

**TREASURER USE ONLY:**

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

DEPOSITED IN (CIRCLE ONE):    CHECKING    SAVINGS    Treasurer's Initials \_\_\_\_\_