



SJLES PTA Event Summary and Deposit Form

At the end of each event and/or each day of an event, the event lead will fill out this form to summarize the day/event. The event lead and one other (unrelated) PTA member will count all monies collected and sign this form. The event lead will provide the completed form, and money for deposit, to the treasurer within 3 days of the event.

Event: _____ Date: _____

Event Lead: _____

Additional PTA MEMBER: _____

Expenses

List any persons who incurred expenses on behalf of the PTA for which reimbursement requests are expected.

Name	Email	Phone

In-Kind Donations

List any persons who donated something other than cash to the PTA related to this event. If value is known, please include the value. If value is unknown, please be sufficiently detailed in the description to allow approximate value to be estimated.

Person	Email	Phone	Value
Description of donation:			
Description of donation:			
Description of donation:			

Revenues

Revenue Type	Quantity	Sales Price	Total Cash
Event Ticket Sales			
Food Sales			
Spiritware Sales			
Membership Dues			
Cash Donations			
Other (describe)			
Other (describe)			
Total Cash collected (must equal the Grand Total Deposit below)			

Cash Tally

CHECKS:		
Number of Checks: _____	Combined Check Value: _____	
CASH:		
Currency:	Total Currency: _____	
_____ X \$100's	_____ X \$50's	_____ X \$20's
_____ X \$10's	_____ X \$5's	_____ X \$1's
Coins:		
		Total Coins: _____
_____ X Quarters= _____	_____ X Dimes= _____	
_____ X Nickels= _____	_____ X Pennies= _____	
(Total Checks + Total Currency + Total Coins)		Grand Total Deposit: _____

I have counted all monies and verify that this information is correct.

Signature #1: _____ Date: _____

Signature #2: _____ Date: _____

Received by Treasurer: _____ Date: _____

Deposit Date: _____