

**FLORIS ELEMENTARY PTA
DEPOSIT FORM**

Complete and remit this form with money for deposit to the PTA Financial Secretary or other PTA Executive Committee member **IN PERSON** by the required due date.

Date: _____ **Committee:** _____

Description of Deposit (please include information such as session, # of participants or registrations, type of items sold and quantities, rates/prices. Attach bills, invoices, and registration/class rosters or spreadsheets.):

CASH				
	Denomination	#	=	Total
1	100's	X	=	\$
2	50's	X	=	\$
3	20's	X	=	\$
4	10's	X	=	\$
5	5's	X	=	\$
6	1's	X	=	\$
7	Quarters	X	=	\$
8	Dimes	X	=	\$
9	Nickels	X	=	\$
10	Pennies	X	=	\$
11	Total Cash			\$
CHECKS (If more than 25 checks, please attach check listing or spreadsheet with Payer Name, Check #, and Check Amount)				
12	# of Checks:			\$
13	TOTAL DEPOSIT:			

To Be Completed by the Committee Chair:

Name: _____ Phone: _____

Email: _____

Signature: _____ Date: _____

To Be Completed by PTA Financial Secretary:

Date Received: _____ Total Amount Received/Verified: \$ _____

Discrepancies: _____

Date Deposit: _____ Batch Number: _____ Signature: _____

FLORIS ELEMENTARY PTA DEPOSIT FORM INSTRUCTIONS

1. All funds collected must be transferred to the PTA Financial Secretary (or another PTA Executive Board member) **IN PERSON** by the “Deposit Due Date” set by the PTA Financial Secretary. The Committee Chairperson is responsible for contacting the PTA Financial Secretary at florispta.finsec@gmail.com to arrange money transfers.

General Transfer Due Dates:

- Funds for Activities and Clubs due by the Start Date of the Activity or Club.
- Funds for Events and Sales due within 10 working days from the Event Day or Sales Closing Date.
- Other Funds due as determined by the PTA Financial Secretary.

2. A completed **FLORIS PTA DEPOSIT FORM** must be remitted with the collected funds for deposit. To complete the Deposit Form:

- a. Enter the Date and Committee Name.
- b. Description of Deposit – Include as much information as possible as to why the money was collected/received, such as:
 - The description of activity, session, or items sold
 - The number of tickets, participants, registrants, items
 - The rates or prices of the tickets, memberships, items

Attach or include the following information, if available:

- Registration or order form to show prices/rates
- Vendor invoices or bills
- Class/activity roster or spreadsheet

- c. Cash – Record cash by denomination and total.
 - Sort and bundle cash by denomination.
 - Stack bills in the same direction.
- d. Checks – Record the number of checks and total.
 - Spreadsheets may be included to list and total checks.
 - If more than 25 checks, please include check information on Committee spreadsheet/roster or separate spreadsheet/listing. Include: Check #, Payer’s Last Name, Check Amount, and Total Amount of Checks
 - Verify checks are complete as follows:
 - o Date: **No post dated checks allowed**
 - o Payable to: **Floris PTA or Floris Elementary PTA**
 - o Numeric amount and written amount must match
 - o Signature

- e. Total Deposit – Record Total of Cash plus Checks.

- f. Committee Chair must complete contact information and sign.

3. For questions and assistance, please contact
PTA Financial Secretary at florispta.finsec@gmail.com.