

Manhattan Beach Middle School PTA
Deposit Form
(Membership, Fundraisers, Donations)

ACTIVITY/ BUDGET
CATEGORY:

Date:

DEPOSIT MEMO:

Total Deposit: \$

SUBMITTED BY:

Receipt #:
(From Financial Secretary)

Instructions:

- (1) Fill in 'yellow' fields; do not write in 'grey' fields
- (2) Use this sheet to report cash and the following tabs to report checks
- (3) Once completed, print this page and all 'check' pages used; keep a copy for your records.
- (4) Include Deposit Form(s) with your deposit
- (5) For a one-time event, coordinate event day cash count with Financial Secretary prior to event.

Please note that we can only deposit checks written to MBMS PTA, written within the last six months. Also, whenever possible, please encourage check maker to use black or dark blue ink.

COINS - rolled				CURRENCY - bundle with rubber bands or clips by denomination					
<input type="text"/>	x	\$	0.01 =	<input type="text" value="-"/>	<input type="text"/>	x	\$ 1.00 =	<input type="text" value="-"/>	
<input type="text"/>	x		0.05 =	<input type="text" value="-"/>	<input type="text"/>	x	2.00 =	<input type="text" value="-"/>	
<input type="text"/>	x		0.10 =	<input type="text" value="-"/>	<input type="text"/>	x	5.00 =	<input type="text" value="-"/>	
<input type="text"/>	x		0.25 =	<input type="text" value="-"/>	<input type="text"/>	x	10.00 =	<input type="text" value="-"/>	
<input type="text"/>	x		0.50 =	<input type="text" value="-"/>	<input type="text"/>	x	20.00 =	<input type="text" value="-"/>	
<input type="text"/>	x		1.00 =	<input type="text" value="-"/>	<input type="text"/>	x	50.00 =	<input type="text" value="-"/>	
<input type="text"/>	x			<input type="text" value="-"/>	<input type="text"/>	x	100.00 =	<input type="text" value="-"/>	
Total Coins				<u><u>\$ -</u></u>	Total Currency				<u><u>\$ -</u></u>
								<u><u>\$ -</u></u>	

Total Check Deposit, attach list of checks	<u><u>\$ -</u></u>
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Event chairs are responsible for recording and confirming the deposit of all checks and cash collected for the event.