

Findley Oaks PTA
INCOME REMITTANCE FORM

Please complete this form to accompany cash or checks submitted to the Findley Oaks PTA.

- Please remit funds as soon as possible.
- Cash and checks must be handled and counted by two individuals, and each must complete a calculation worksheet on the second page of this form.
- Please remove all staples; group cash as well as checks by amount.
- Deposits less than \$100 can be placed in the Treasurer’s mailbox across from the school’s front desk.
- Deposits greater than \$100 can be left with Krista Boezi at the front office or given directly to the Treasurer, if available at school.

Your name: _____

Your email address or phone number: _____

Date: _____

Activity: _____

Budget line item (if known): _____

Enter the following values after completing the worksheets on page 2.

Total Cash \$ _____

Total Checks \$ _____

Combined Total \$ _____

The undersigned certifies that the funds shown above were received for PTA activities, properly accounted for, and are to be credited to the appropriate PTA account as noted.

Signature: _____ Date: _____

Signature: _____ Date: _____

Please direct questions to Reva Banka, Treasurer, at (404) 200-1098 or foe.pta.treasurer@gmail.com

*****DO NOT WRITE IN THIS BOX*****	
Date of deposit	_____
Deposit #	_____
TOTAL DEPOSIT	_____
	Quickbooks: _____

Calculation Worksheets

First person's name _____

Cash			
Quantity		Value	Total
_____ pennies	x	\$.01	= \$ _____
_____ nickels	x	\$.05	= \$ _____
_____ dimes	x	\$.10	= \$ _____
_____ quarters	x	\$.25	= \$ _____
_____ ones	x	\$1.00	= \$ _____
_____ fives	x	\$5.00	= \$ _____
_____ tens	x	\$10.00	= \$ _____
_____ twenties	x	\$20.00	= \$ _____
_____ fifties	x	\$50.00	= \$ _____
_____ hundreds	x	\$100.00	= \$ _____
TOTAL Cash Value			\$ _____

Checks			
Quantity		Value	Total
_____	x	_____	= \$ _____
_____	x	_____	= \$ _____
_____	x	_____	= \$ _____
_____	x	_____	= \$ _____
_____	x	_____	= \$ _____
_____	x	_____	= \$ _____
_____	x	_____	= \$ _____
_____	x	_____	= \$ _____
_____	x	_____	= \$ _____
_____	x	_____	= \$ _____
TOTAL Check Value			\$ _____

Second person's name _____

Cash			
Quantity		Value	Total
_____ pennies	x	\$.01	= \$ _____
_____ nickels	x	\$.05	= \$ _____
_____ dimes	x	\$.10	= \$ _____
_____ quarters	x	\$.25	= \$ _____
_____ ones	x	\$1.00	= \$ _____
_____ fives	x	\$5.00	= \$ _____
_____ tens	x	\$10.00	= \$ _____
_____ twenties	x	\$20.00	= \$ _____
_____ fifties	x	\$50.00	= \$ _____
_____ hundreds	x	\$100.00	= \$ _____
TOTAL Cash Value			\$ _____

Checks			
Quantity		Value	Total
_____	x	_____	= \$ _____
_____	x	_____	= \$ _____
_____	x	_____	= \$ _____
_____	x	_____	= \$ _____
_____	x	_____	= \$ _____
_____	x	_____	= \$ _____
_____	x	_____	= \$ _____
_____	x	_____	= \$ _____
_____	x	_____	= \$ _____
_____	x	_____	= \$ _____
TOTAL Check Value			\$ _____