

BAINES MIDDLE SCHOOL PTO

Summary of Funds Received Form Cash and Checks Only

Date Funds Collected: _____	Name of Event: _____
Counter Name #1: _____	Counter #1 Phone: _____
Counter #1 Signature: _____	Counter #1 Email: _____
Counter Name #2: _____	Counter #2 Phone: _____
Counter #2 Signature: _____	Counter #2 Email: _____
	Total Cash: \$ _____
	Total Checks: \$ _____
	Total Deposit: \$ _____

Please complete corresponding amount below. Amounts below should total to "Total Deposit", above.

- Please complete the deposit worksheet on the back of this sheet. For large deposits, you can request the Excel version from treasurerbmspto@gmail.com.
- Please place completed forms & funds in sealed envelope in PTO safe in teacher workroom and text Jessie Speer (281) 787-7612 a picture of deposit form.
- Please describe the contents of deposit.

\$	School Store
\$	Spirit Wear
\$	Longhorn Loot
\$	Boondoggle
\$	6 th Grade Social
\$	7 th Grade Social
\$	8 th Grade Social
\$	Donations (please describe)
\$	Other (please describe)

PTO Treasurer Use:	Removed from safe by (Name #1)	Removed from safe by (Name #2)
	Date removed from safe:	

BMS PTO Deposit Work Sheet

*** A "Summary of Funds Received" and "Deposit Worksheet" is REQUIRED for all funds placed in PTO safe.**

CASH DEPOSIT		Number of	times	=Total Value
PAPER	HUNDREDS		100.00	
BILLS	FIFTY		50.00	
	TWENTY		20.00	
	TENS		10.00	
	FIVES		5.00	
	TWO		2.00	
	ONES		1.00	
COINS	DOLLAR COIN		1.00	
	QUARTERS		0.25	
	DIMES		0.10	
	NICKELS		0.05	
	PENNIES		0.01	
			Coin Total	
			Cash Total	
			TTL CASH & COIN	

CHECKS TO DEPOSIT

Check#	Amount	First Name	Last Name	Student Name (if available)
TOTAL		CHECKS FROM THIS WORKSHEET		
		Additional Checks {supplemental sheet attached}		
		CHECKS		
		CASH, COIN & CHECKS		
		GRAND TOTAL		