

**AVON LAKE PTA COUNCIL
CASH RECEIPT FORM
2017-2018**

Treasurer Use Only:	
Date	
Amount	
Audit	

Date: _____
 Amount: _____
 Committee: _____
 Member Name: _____
 Event/Purpose: _____
 Counted By: _____
 Counted By: _____
 Treasurer Counted: _____

Total Coin	
Total Paper	
Total Checks	
Total Receipts	

# Cks Deposited	
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		#	=	Amount
COIN:	Pennies		=	
	Nickels		=	
	Dimes		=	
	Quarters		=	
Total Coins				

Paper:	Ones		=	
	Fives		=	
	Tens		=	
	Twenties		=	
Total Paper				

Checks:		
	# Checks	Total Amount

Please attach a Detail Check Listing with the following information for EACH check:
Last Name, Check Number and Check Amount. The Total of this Listing should agree with the amount above.

All funds must be counted by two PTA members, who must also sign the form, prior to being submitted to the Treasurer.

If you have any questions, please contact the Treasurer, Nancy Klingshirn at 440.933-7802
 or nancyjeanine.nk@gmail.com