

DEPOSIT FORM



- CHECKS
- CASH & COINS
- TRANSFER / EFT

Date: _____

- All monies must be deposited at the bank in a timely manner.
- Deposits should be submitted to the Treasurer in person. Please coordinate in advance.
- All bank deposits should be counted, signed and dated by two FHS PTSA Board members. The Treasurer cannot sign and is not responsible for securing these signatures.
- Use the Itemized Deposit Detail form if submitting three or more checks and/or cash and coins.
- Consolidate all monies into one deposit if possible.
- Make a copy of this form and any accompanying checks for your records.
- For electronic deposits, transfers, and other journal entries, only one signature is required.

Event: _____

Description of Receipts: *(May itemize up to two checks here – include check names, check numbers and amounts.)*

Deposit Summary *(Attach Itemized Deposit Detail form if three or more checks, cash and/or coins)*

Total Checks: \$ _____

Total Bills: \$ _____

Total Coins: \$ _____

Total Deposit: \$ _____

Count of Funds and Deposit Prepared by:

1. _____ **Date:** _____

2. _____ **Date:** _____

Received by Treasurer: _____ **Date:** _____

- To Be Completed by Treasurer -

Time of Day Received:	Business Hours Weekend Evening	Date of Deposit	Deposit No.	Dated Posted
General Ledger Account				Amount
				\$ _____
				\$ _____
				\$ _____
Memberships Qty: Total _____		Receipts: State/Nat'l Dues -Regular (\$4.50 each)		\$ _____
Regular _____ Lifetime _____		Receipts: State/Nat'l Dues - Lifetime (\$2.25 each)		\$ _____
		Membership Income – Regular/Lifetime (\$5.50 each)		\$ _____
ATTACH DEPOSIT RECEIPT TO FORM			Total Deposit:	\$ _____