

**Believe in the Child**



**Montessori Academy  
School # 53 PTA**

**Instructions:**

- THIS FORM MUST BE COMPLETED SEPARATELY FOR EACH MONEY-GENERATING EVENT. TREASURER WILL NOT ACCEPT MONEY WITHOUT AN ACCOMPANYING SIGNED FORM

<b>Event Chairperson's Name</b>				
<b>Event Name / Budget Line Item</b>				
<b>Event Date</b> __/__/____ through __/__/____				
<b>Tally checks, paper bills and coins below</b>				
<b>Personal Checks</b>		Number of Checks: _____		<b>Check Total: \$</b> _____
<b>Paper Bills</b>	<b>Denomination</b>	<b>Count</b>		<b>Denomination Subtotal</b>
	Twenty	___	X 20 =	\$ _____
	Ten	___	X 10 =	\$ _____
	Five	___	X 5 =	\$ _____
	One	___	X 1 =	\$ _____
	Other			\$ _____
<b>Coins</b>	<b>Denomination</b>	<b>Count</b>		<b>Denomination Subtotal</b>
	Quarter	___	X 0.25 =	\$ _____
	Dime	___	X 0.10 =	\$ _____
	Nickel	___	X 0.05 =	\$ _____
	Penny	___	X 0.01 =	\$ _____
	Other			\$ _____
<b>Grand Total</b>		<b>Checks + Paper Bills + Coins: \$</b> _____		
<b>Received From</b>				
	<b>Event Chairperson Signature</b>			Date __/__/____
<b>Received By</b>				
	<b>Treasurer Signature</b>			Date __/__/____
<b>FOR TREASURER USE ONLY</b>	<i>Deposit Date</i>	__/__/____		
	<i>Deposit Receipt Number</i>	#		