

CASH RECEIPT VOUCHER

FUNDRAISER/ACTIVITY: _____

DATE: _____

Signatures of two people who have verified the cash and check amounts

| | |
|-------------------|-------------------|
| Print Name: _____ | Print Name: _____ |
| Signature: _____ | Signature: _____ |

This form is for verification purposes only. Please complete the following information, using **TOTAL AMOUNTS IN ALL AREAS.**

_____ x \$50.00 = \$ _____

_____ x \$20.00 = \$ _____

_____ x \$10.00 = \$ _____

_____ x \$5.00 = \$ _____

_____ x \$2.00 = \$ _____

_____ x \$1.00 = \$ _____

Total All Cash = \$ _____

Total All Coins* = \$ _____

Total All Checks = \$ _____

TOTAL \$ _____ **

Treasurer Signature _____

SHORT/BALANCED/OVER

(circle one)

Amount (if short/over): \$ _____

Date Verified: _____ Date Deposited: _____

Notes/Remarks _____

| | | |
|---------------------------|---|----------|
| TOTAL | | \$ _____ |
| PLUS PREVIOUS DEPOSITS | + | \$ _____ |
| GROSS TOTAL INCOME | = | \$ _____ |
| LESS AMOUNT SPENT | - | \$ _____ |
| NET TOTAL INCOME | = | \$ _____ |

Cash Receipt Voucher Procedures

This voucher should be used when submitting funds collected through PTA activities to the Treasurer for deposit to the {YOUR PARENT GROUP NAME} Bank Account.

Please ensure all information is completed as requested.

A log should be maintained by each Chair of the committee collecting the funds. Each time a voucher is submitted to the Treasurer, an entry should be created in the log.

The log can be a simple piece of paper in the committee binder. Each time a voucher is submitted to the Treasurer, an entry should be made in the log.

Sample log entry:

Smencils Sale Log

| <u>Date</u> | <u>Total Deposit</u> | <u>Source</u> | <u>Voucher Preparers</u> | <u>Delivered to Treasurer by:</u> | <u>Date given to Treasurer:</u> | The log entry sh |
|-------------|----------------------|---------------|--------------------------|-----------------------------------|---------------------------------|---------------------------|
| 1/1/01 | \$222.00 | Smencil Sales | Jane Doe/John Doe | Jane Doe | 1/1/01 | |
| 2/2/01 | \$111.00 | Smencil Sales | Jane Doe/Sally Jones | Sally Jones | 2/3/01 | |

ould be made **before** delivery of the voucher to the Treasurer.

Two individuals (at least one of whom is a dues paying PTA member) **must** witness the counting of funds and the sealing of those funds in an envelope. Both individuals should then sign the voucher, initial the envelope, and contact the Treasurer to arrange delivery.

Once the Treasurer has verified the funds, a receipt will be issued to the committee chair and should be attached to the log.