



**Hornsby Middle School PTSA Deposit Form
2017-2018 School Year**

INSTRUCTIONS for Deposit Form:

1. Fill out form completely.
2. Sort all bills and coins.
3. Have two persons count funds.
4. Place form and money in Envelope and seal it.
5. Give directly to Treasurer, Katie Winckler (804-370-9180 or Katie.winckler@gmail.com).
6. **OR** place in front office Lock-Box and inform Katie it is there.

COMMITTEE: _____ NAME: _____

BUDGET LINE ITEM: _____

CURRENCY:	Number Of	\$Amount
Ones	_____	_____
Fives	_____	_____
Tens	_____	_____
Twenties	_____	_____
Fifties	_____	_____

TOTAL CURRENCY: \$ _____

COINS:	Pennies	_____	_____
	Nickels	_____	_____
	Dimes	_____	_____
	Quarters	_____	_____
	Other	_____	_____

TOTAL COINS: \$ _____

NUMBERS OF CHECKS: _____ **TOTAL VALUE OF CHECKS:** \$ _____

TOTAL DEPOSIT AMOUNT \$ _____

SIGNATURE 1: _____
SIGNATURE 2: _____
TREASURER SIGNATURE: _____

DATE: _____
Date DEPOSITED: _____