

# Pinebrook PTA Income Report Form

**Directions:**

- 1) Fill out form.
- 2) Wrap this sheet around cash/checks and place in an envelope.
- 3) Give directly to Treasurer Emma Moores or President Rita Israni for deposit. (DO NOT leave money in PTA mailbox!)

## GENERAL INFORMATION

Event or Income Source \_\_\_\_\_ Today's Date \_\_\_\_\_  
Date of Event (if different from above) \_\_\_\_\_

## ITEMIZATION OF MONEY RECEIVED

Total amount of **Currency** (bills):     \$ \_\_\_\_\_  
Total amount of **Coins**:                 \$ \_\_\_\_\_  
Total amount of **Checks**:             \$ \_\_\_\_\_ # of checks \_\_\_\_\_  
Total amount of **Direct Deposit**:     \$ \_\_\_\_\_ Direct Deposit **Source**: \_\_\_\_\_  
**Grand Total**:                             \$ \_\_\_\_\_

## VERIFICATION OF MONEY RECEIVED

Money counted by:                     \_\_\_\_\_ (You)  
Money verified by:                     \_\_\_\_\_ (2<sup>nd</sup> counter)

## TREASURER'S USE ONLY

Deposit Date \_\_\_\_\_ Deposited Amount \$ \_\_\_\_\_ Signature \_\_\_\_\_  
Specific Budget Item(s) Credited/Amounts \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_