

**ALHS PTA  
CASH RECEIPT FORM  
2023-2024**

Date: \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 Committee: \_\_\_\_\_  
 Member Name: \_\_\_\_\_  
 Event/Purpose: \_\_\_\_\_

**MUST BE COUNTED BY TWO INDIVIDUALS, THEN TREASURER**  
 Counted By #1: \_\_\_\_\_  
 Counted By #2: \_\_\_\_\_  
 Treasurer Counted: \_\_\_\_\_

IS THIS A MEMBERHUB AUTO DEPOSIT? YES / NO

COIN:		#	=	Amount
	Pennies		=	
	Nickels		=	
	Dimes		=	
	Quarters		=	
		<b>Total Coins</b>		

Paper:		#	=	Amount
	Ones		=	
	Fives		=	
	Tens		=	
	Twenties		=	
		<b>Total Paper</b>		

Checks:	Name	Check #	Amount

Total Amount

Treasurer Use Only:	
Date	
Amount	
Audit	

**Deposit Procedures/Cash/Check Remittance**

For all deposits, I will need documentation supporting the amount that you are requesting for deposit, as well as this form completed in its entirety. For example, Membership will need to provide a list of the members whose dues are being deposited with the name, check number (if applicable) and amount of the check or cash.

Memberhub Auto-deposit

Since this is an auto-deposit, only the treasurer needs to sign this form. Attach the printout from Memberhub showing the designated account for each transaction.

Handling of Cash/Check Procedures

Our Liability Insurance does not cover theft of money or checks at a PTA member's residence. For this reason, cash, coin and checks should not be taken home with any member. Instead, please leave all money in school safe or make arrangements with the Treasurer or President to deliver to them ASAP so that they can deposit into the bank by the end of the day or put in the night depository if after bank hours.

<b>Total Coin</b>	
<b>Total Paper</b>	
<b>Total Checks</b>	
<b>Total Receipts</b>	

# Cks Deposited

Please attach a Detail Check Listing with the following information for **EACH** check:  
**Last Name, Check Number and Check Amount.** The Total of this Listing should agree with the amount above.