

HATCH PTO DEPOSIT SUMMARY

Event: _____

Date: _____

Total Checks: _____

Total Currency: _____

Total Deposit: _____

Check Details:

Please attach a spreadsheet (computer generated or handwritten) with the following information or a copy of checks:

Name(s) on Check Check No. Amount

- 1.
- 2.
- 3.

Total Checks: _____

Currency Details:

Total Amt in 100's: _____

Total Amt in 50's: _____

Total Amt in 20's: _____

Total Amt in 10's: _____

Total Amt in 5's: _____

Total Amt in 1's: _____

Total Amt in \$1 coins: _____

Total Amt in Quarters: _____

Total Amt in Dimes: _____

Total Amt in Nickels: _____

Total Amt in Pennies: _____

Total Currency: _____

Counted by (2 people): _____

Additional Instructions:

- Sort money by denominations (1's, 5's etc.) All bills need to be bundled in groups of 20 bills.
- Put coins in wrappers.
- Two people must be present to count money. If a PTO event raises more than \$5000, a PTO board member must be one of the two counters.