

**Northview High School PTSA
Income Form**

**This form must accompany all money given to the Treasurer
Please read the reverse side for Georgia State PTA guidelines.**

Date: _____ Total Cash and Checks: \$ _____

Contact Name: _____ Contact Phone: _____

Committee: _____

Cash (to be counted by 2 people, signatures below and recounted by the Treasurer)

Total Paper Currency: \$ _____	Total Coins \$ _____
\$1 \$ _____	pennies \$ _____
\$5 \$ _____	nickels \$ _____
\$10 \$ _____	dimes \$ _____
\$20 \$ _____	quarters \$ _____
Other \$ _____	Other \$ _____

Checks: **(No checks will be accepted without a completed check list form attached)**

Number of checks: _____ Total Amount: \$ _____

No money will be accepted by the Treasurer without 2 signatures below

We the undersigned certify these funds were received for PTSA activities and were properly accounted for.

Signature of submitter : _____

Signature of submitter : _____

*****Treasurer's Use only*****

Signature of Treasurer: _____

Date Received _____ Date of Deposit _____

Please note the Georgia State PTA bylaws regarding the handling of PTA funds:

- The chairman of any fund raising committee is responsible for seeing that the treasurer receives all monies immediately upon completion of the activity. This includes both cash advances and revenue from the event.
- If a cash advance was received for an event, the money to reimburse that advance should be submitted on a separate form and noted as "Return of Petty Cash for XXX". Each cash box will have a copy of the Request for Petty Cash form to refer to for the amount to be reimbursed.
- Two people should count all currency received and should both sign a statement verifying the amount (this form satisfies this requirement).
- Even if the project is a continuing one, all monies should be deposited **daily** in the local PTA account.
- Never leave the school building with uncounted money. All money remains in the school until counted by the two submitters and the Treasurer and the Treasurer then takes the money directly to the bank for deposit.**
- Never deposit any money in anyone's personal account, the school account, or leave the money in the school building unsecured or in someone's home.**
- Money given to the treasurer that cannot be immediately deposited will be stored in the school safe until the next business day.