RTMS PTO Collected Funds Submittal Form

Directions (Complete BOTH Sides)

1. This form should be used when submitting funds collected through PTO activities to the Treasurer for deposit
2. ALL MONEY IS TO BE COUNTED AT SCHOOL
3. When counting cash money, two people must count and verify the amount collected.
4. Form MUST be signed by the counter(s) filling it out.
5. Make one copy of this form to keep in the applicable Committee Chair binder.
6. Put collected funds and this form in an envelope and seal it. Address it “ATTN:TREASURER.” Leave it in the RTMS PTO drop box in the RTMS Admin Office (Front office staff can show you where it is).
7. Please email Denise Genovese (RTMS PTO Treasurer) at tndgenovese@aol.com or text @540-273-0374 when you drop off a deposit. Counters will receive an email from the treasurer *only* if the total deposited does not match the total counted by treasurer.
8. Questions? Contact the RTMS PTO Treasurer at tndgenovese@aol.com.

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Event/Program: ____ Collection Date: ____________________

A. Before fundraiser begins, if you have a “Beginning Bank”, list balance here $____________________
Signatures of two people who have counted the Beginning Bank:

Print Name:	Print Name:
Signature:	Signature:
Email:	Email:

B. At completion of fundraiser, remove the “Beginning Bank” from the proceeds of the fundraiser. Place that money back in the cash box.

C. Count Cash Proceeds

Pennies		X $0.01	->		Ones		X $1.00	
Nickels		X $0.05	->		Twos		X $2.00	
Dimes		X $0.10	->		Fives		X $5.00	
Quarters		X $0.25	->		Tens		X $10.00	
Fifty Cent		X $0.50	->		Twenties		X $20.00	
Dollar Coin		X $1.00	->		Fifties		X $50.00	
					Hundreds		X $100.00	
Total Coins>>>>>>>>>>>			->		**Total Currency>>>>>>>>>>>>>>>>>**			->
Total Coins PLUS Total Currency + Total Cash>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>								->

D.Signatures of two people who have counted total deposit:

Print Name:	Print Name:
Signature:	Signature:
Email:	Email:

Routing for Deposit:

Please select which category the deposit will go to and write the total of that category in the space provided. The total of each category added together should equal the total deposit.

Category	Amount	Category	Amount
Membership		School Store	
Opt Out Donation		Dance	
Spirit Wear		Color Run	
Jag Business Partner Program		Jag Jam	
Other (Describe Below)			
Description:			Category Total
Sum of all Categories MUST MATCH the TOTAL DEPOSIT>>>>>>>>>>>>>>>>>			
PAYMENT METHODS			
TOTAL AMOUNT OF CASH COLLECTED>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>			
TOTAL AMOUNT OF CHECKS COLLECTED>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>			
CREDIT CARD TOTAL>>			
			Payment Method Total
SUM of all payment methods = TOTAL DEPOSITS>>>>>>>>>>>>>>>>>>>>>>>>>>			

For Treasurer's Use:

Date Received:_____ Date Deposited:_____

Total $: _____ Submittal Amount Correct? Yes No

Form Updated 9/2017