

2007-2008 McNair PTA Transfer of Funds

Instructions:

- Work with the PTA Treasurer to plan how much money will be handled for a fund raising event or ongoing activity such as membership dues, donations, etc.
- Request supplies from the PTA Treasurer: start-up cash, cash boxes **two weeks** in advance.
- Remember checks should be made payable to "McNair PTA"
- Collect funds and keep them secure at all times.
- When the event has finished fill out the information below:

		Quantity	\$ Total		\$ Amt
Currency	Hundreds			Checks:	
	Fifties				
	Twenties				
	Tens				
	Fives				
	Ones				
	SUBTOTAL				
	BILLS:				
Coins:	Quarters				
	Dimes				
	Nickels				
	Pennies				
	SUBTOTAL			SUBTOTAL	
	COINS:			CHECKS:	

TOTAL DEPOSIT: \$ _____

- List checks individually with check number and amount on an excel spreadsheet.

(Do not write below this line)

Budget Line Item: _____ Amount: _____

Budget Line Item: _____ Amount: _____

Total Amount Transferred: _____ Verified at Transfer: Yes / No

Received from: _____ Date: _____

Given to: _____ Date: _____