

The Tyngsborough PTO

Gross Receipts Collected / For Deposit

Event Name: _____ Date: _____

Responsible Member: _____

- CASH:** Please band individual denominations together as follows; \$1 bills in \$25 packets, \$5, \$10 and \$20 bills in \$100 packets. If there are a lot of bills, it can be helpful to put a rubber band around the packets of bills: (4) packets of \$1 bills = \$100. Also put in \$500 or \$1,000 bundles (multiple denominations are fine) with a note on the large bundles indicating how much is included.
- CHECKS:** Please sort checks by dollar amount low to high. Then add each group of checks using a paper tape or excel file which you will attach to this form. If there are a lot of checks, add them up in manageable groups, each group having its own paper tape attached to it. Then add up the groups together for a GRAND TOTAL, and attach its paper tape to this form, or rubber band it around all of the checks.

PAPER BILLS		ROLLED COINS		LOOSE CHANGE	
\$1	\$	\$0.01	\$	\$0.01	\$
\$5	\$	\$0.05	\$	\$0.05	\$
\$10	\$	\$0.10	\$	\$0.10	\$
\$20	\$	\$0.25	\$	\$0.25	\$
\$50	\$			\$0.50	\$
\$100	\$			\$1.00	\$
Other	\$	Other	\$	Other	\$
TOTAL	\$	TOTAL	\$	TOTAL	\$

TOTAL PAPER BILLS	\$
TOTAL ROLLED COINS	\$
TOTAL LOOSE CHANGE	\$
SUB-TOTAL	\$
TOTAL CHECKS	\$
LESS CASH BOX	(\$ _____)
GRAND TOTAL	\$

The Grand Total collected as stated above has been counted by the following PTO members:

(1) _____
Signature *Date*

(2) _____
Signature *Date*