**BAINES MIDDLE SCHOOL PTO
Summary of Funds Received Form Cash and Checks Only**

Date Funds Collected:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counter Name #1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Counter #1 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counter #1 Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Counter #1 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counter Name #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Counter #2 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counter #2 Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Counter #2 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total Cash: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total Checks: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 T**otal Deposit: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please complete corresponding amount below. Amounts below should total to "Total Deposit”, above.

* Please complete the deposit worksheet on the back of this sheet. For large deposits, you can request the Excel version from **treasurerbmspto@gmail.com.**
* Please place completed forms & funds in sealed envelope in PTO safe in teacher workroom and text Tina Worrell (832) 724-8565 and Dhanika Dave at (713) 922-2179 a picture of deposit form.

Please describe the contents of deposit

|  |  |
| --- | --- |
| $ | School Store |
| $ | Spirit Wear |
| $ | Longhorn Loot |
| $ | Boondoggle |
| $ | 6th Grade Social |
| $ | 7th Grade Social ' |
| $ | 8th Grade Social |
| $ | Donations (please describe) |
| $ | Other (please describe) |

|  |  |  |
| --- | --- | --- |
| PTOTreasurer Use: | Removed from safe by (Name #1) | Removed from safe by (Name #2) |
| Date removed from safe: |  |

**BMS PTO Deposit Work Sheet**

\* **A "Summary of Funds Received" and "Deposit Worksheet" is REQUIRED for all funds placed in PTO safe.**

**CASH DEPOSIT** Number of times =Total Value

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PAPER | HUNDREDS |  | 100.00 |  |
| BILLS | FIFTY |  | 50 .0 0 |  |
|  | TWENTY |  | 20 .00 |  |
| TENS |  | 10.00 |  |
| FIVES |  | 5.00 |  |
| TWO |  | 2.00 |  |
| ONES |  | 1.00 |  |
|  |  |  |  |
| COINS | DOLLAR COIN |  | 1.00 |  |
|  | QUARTERS |  | 0.25 |  |
| DIMES |  | 0.10 |  |
| NICKELS |  | 0.05 |  |
| PENNIES |  | 0.01 |  |
|  **Coin Total  Cash Total** **TTL CASH** & **COIN**  |  |
|  |
|  |

**CHECKS TO DEPOSIT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Check# | Amount | First Name | Last Name | Student Name (if available ) |
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| TOTAL |  | **CHECKS FROM THIS WORKSHEET** |  |
|  | **Additional Checks {supplemental sheet attached}** |  |
|  |  | **CHECKS** |  |
| **CASH, COIN** & **CHECKS** |  |
|  | **GRAND TOTAL** |  |