

Martin Middle School PTA  
**FUNDS RECEIVED FORM**

**Please List Checks Individually Below**  
(continue on reverse as needed)

**Category** \_\_\_\_\_  
(source of funds/budget category)

<u>Name</u>	<u>Check Number</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Cash Total \$** \_\_\_\_\_  
**Category Grand Total \$** \_\_\_\_\_  
(include coins, cash, and checks)

**Category** \_\_\_\_\_  
(source of funds/budget category)

<u>Name</u>	<u>Check Number</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Cash Total \$** \_\_\_\_\_  
**Category Grand Total \$** \_\_\_\_\_  
(include coins, cash, and checks)

**FUNDS RECEIVED**

COINS: \$ \_\_\_\_\_  
CURRENCY: \$ \_\_\_\_\_  
CHECKS: \$ \_\_\_\_\_

**TOTAL FUNDS RECEIVED \$** \_\_\_\_\_

The undersigned certify that the funds shown above were received for PTA activities and properly accounted for in accordance with the PTA Money Management Policy, and are to be credited to the appropriate PTA account as noted.

Signature of Counter \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Counter/Witness \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Cash must be counted buy two people. Double counting is not required for checks.