

## Hillside Grade School PTA

### Remittance Form

*Use this form when submitting funds received from Hillside Grade School PTA events. Please do not hold on to any funds collected for more than two weeks. It is not necessary to wait for all funds to be collected before submitting a remittance form for deposit.*

Date \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Board Position or Committee \_\_\_\_\_

**\*\*Please note – All cash and coins must be counted twice in the presence of the HGS PTA Treasurer. If the Treasurer is not available, an Executive Committee member must be present.**

# of \$100	bills	_____ x	\$	100.00 =	\$ _____
# of \$50	bills	_____ x	\$	50.00 =	\$ _____
# of \$20	bills	_____ x	\$	20.00 =	\$ _____
# of \$10	bills	_____ x	\$	10.00 =	\$ _____
# of \$5	bills	_____ x	\$	5.00 =	\$ _____
# of \$1	bills	_____ x	\$	1.00 =	\$ _____

Subtotal (Bills) \$ \_\_\_\_\_

Amount in Quarters \$ \_\_\_\_\_

Amount in Dimes \$ \_\_\_\_\_

Amount in Nickels \$ \_\_\_\_\_

Amount in Pennies \$ \_\_\_\_\_

Subtotal (Coins) \$ \_\_\_\_\_

*All checks must be made payable to Hillside Grade School PTA and written in blue or black ink only!!*

# of checks	_____	@ \$	_____	=	\$ _____
# of checks	_____	@ \$	_____	=	\$ _____
# of checks	_____	@ \$	_____	=	\$ _____
# of checks	_____	@ \$	_____	=	\$ _____
# of checks	_____	@ \$	_____	=	\$ _____
# of checks	_____	@ \$	_____	=	\$ _____
# of checks	_____	@ \$	_____	=	\$ _____
# of checks	_____	@ \$	_____	=	\$ _____
# of checks	_____	@ \$	_____	=	\$ _____

Subtotal (Checks) \$ \_\_\_\_\_

Total Amount Remitted (Cash, Coins and Checks) \$ \_\_\_\_\_

Signature of Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Signature of Witness \_\_\_\_\_ Date \_\_\_\_\_

<i>For Treasurer Use Only</i>	Date Received _____	Date Deposited _____
	Income Budget Line _____	