

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 _____	