

FGES PTA CASH RECEIPT FORM 2019 – 2020



Instructions: For all events where cash is being collected, two (2) PTA members should be present the entire time. If you had starter cash, do not include that amount on this form, but return it separately to Treasurer along with Part II of the Starter Cash Form. **All money MUST be counted and signed by two(2) members.** (Treasurer can be the 2nd counter if present at event).

Additionally, the log on the back of this form needs to be completed for any fundraising event receiving donations for receipts of \$75+ so tax deduction letters can be distributed. Please contact the Treasurer to submit this form and all funds for deposit ASAP. **DO NOT leave money in the PTA mailbox, deposit in the school office, or take large sums of money home with you.**

Date: _____ Name of Person Submitting Funds: _____

Event where funds were collected

Budget Category/Committee

*Did you receive starter cash? Circle: **Yes/No** If yes, how much? \$ _____ **Do not** include this amount in totals below, but return it separately to Treasurer along with Part II of Starter Cash Form.

Total Amount in Checks	\$ _____
Total Amount in Currency/Coins	\$ _____
Total Amount Collected	\$ _____

Two Signatures Needed at Close of Event (can include Treasurer if present at close of event):

Printed Name

Signature

Date

Printed Name

Signature

Date

Treasurer (Jennifer Housley): _____

Signature

Date

A copy of this form will be provided to you as a receipt for your own records.

Log of Donations Received (Applies Only to Fundraisers)

In addition to the form on the front, the fundraising committees must complete the tracker below or provide equivalent information for all receipts of \$75+ so that we may send a tax deduction letter to donors.

Note: Membership form attached to applicable payment is sufficient to track donation amounts from membership. Log does not apply to Kid Stuff, Dining Out, or Hershey Park.

Name of Person Contributing \$75 or More	Provide Amount & Check # if paid by check or else write “Cash”	Oldest Student’s Name/Grade and/or Email for delivery of tax deduction letter