

## FGES PTA CASH RECEIPT FORM 2024 – 2025

**Instructions:** For all events where cash is being collected, two 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 Starter Cash Form. All money **MUST** be counted and signed by TWO members (Treasurer can be 2<sup>nd</sup> counter if present at event). Additionally, any fundraising event will need to complete the log on back of this form for all 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/safe, 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	\$
<b>Total Amount Collected</b>	<b>\$</b>

**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 (Lauren Kim): \_\_\_\_\_  
Signature Date

