



Roswell High School PTSA Funds Verification Form

Treasurer: Britton House • Email: Treasurer@rhsptsa.org • Phone/Text: 770-309-6221

Date: _____ Activity: _____
 Chairperson: _____ Budget Line: _____

Section 1. Cash & Checks (petty cash must be accounted for separately on its own form):

Denomination	Quantity	Unit	Total
Pennies		x \$.01	
Nickels		x \$.05	
Dimes		x \$.10	
Quarters		x \$.25	
Ones		x \$ 1	
Fives		x \$ 5	
Tens		x \$ 10	
Twenties		x \$ 20	
Fifties		x \$ 50	
Hundreds		x \$ 100	
Currency Total:			
Check Total (list individually on back or attach list):			
Total Funds Received:			

Section 2. Membership Dues (if applicable):

Level		= \$	
Donations		= \$	
Other		= \$	
<i>This total should match above = \$</i>			

Section 3. Verification (2 counters, not including Treasurer):

By signing this form, you are certifying that these funds were received and properly accounted for.

Signature 1: _____ Signature 2: _____

For Treasurer's Use Only

Amount Received: _____
 Date Received: _____
 Charged to Budget Line: _____
 Comments: _____
 Treasurer's Signature: _____

#	Check Number	Name	Amount	#	Check Number	Name	Amount
1				51			
2				52			
3				53			
4				54			
5				55			
6				56			
7				57			
8				58			
9				59			
10				60			
11				61			
12				62			
13				63			
14				64			
15				65			
16				66			
17				67			
18				68			
19				69			
20				70			
21				71			
22				72			
23				73			
24				74			
25				75			
26				76			
27				77			
28				78			
29				79			
30				80			
31				81			
32				82			
33				83			
34				84			
35				85			
36				86			
37				87			
38				88			
39				89			
40				90			
41				91			
42				92			
43				93			
44				94			
45				95			
46				96			
47				97			
48				98			
49				99			
50				100			
Total number of checks:				Total \$ amount of checks:			