



RIVERWATCH PTSO FUNDS VERIFICATION FORM 2019 - 2020

Date _____ Activity _____

Chairperson _____ Budget category _____

This form is used to account for funds collected by cash, check, or direct deposit for deposit into the PTSO bank account by the treasurer. Petty cash must be accounted for separately on its own Funds Verification Form. After this form is completed, please place form and funds in RMS vault & notify the treasurer via email: treasurriverwatchpto@gmail.com. Thank you!

Coins	_____	X	.01	=	_____
	_____	X	.05	=	_____
	_____	X	.10	=	_____
	_____	X	.25	=	_____
	_____	X	.50	=	_____
	_____	X	1.00	=	_____

Total Coins \$ _____

Currency	_____	X	1.00	=	_____
	_____	X	2.00	=	_____
	_____	X	5.00	=	_____
	_____	X	10.00	=	_____
	_____	X	20.00	=	_____
	_____	X	50.00	=	_____
	_____	X	100.00	=	_____

+ Total Currency \$

Total number of checks: _____ (Itemized list on back page) **+ Total Checks \$** _____

+ Direct Deposit \$ _____

= Grand Total All Lines \$ _____

Verification: (signature of the two counters - cannot be related and cannot be the treasurer)
By signing this form, you are certifying that these funds were received and properly accounted for.

Signature _____ Signature _____

For Treasurer Use Only		
Amount received: \$ _____	Date received: _____	Date deposited: _____ <small>(must be same day or within 24 hours)</small>
Treasurer's Signature _____		Date _____

#	Check #	Name	Amount	#	Check #	Name	Amount
1				41			
2				42			
3				43			
4				44			
5				45			
6				46			
7				47			
8				48			
9				49			
10				50			
11				51			
12				52			
13				53			
14				54			
15				55			
16				56			
17				57			
18				58			
19				59			
20				60			
21				61			
22				62			
23				63			
24				64			
25				65			
26				66			
27				67			
28				68			
29				69			
30				70			
31				71			
32				72			
33				73			
34				74			
35				75			
36				76			
37				77			
38				78			
39				79			
40				80			

Total number of checks: _____ **Total \$ Amount:** _____