



St. Bede PTG
Event Deposit Detail Report
School Year 2016/2017



Questions: E-mail PTG Treasurers Laura Connor (lnealon3@yahoo.com) or Holly Sommer (hsommer@deloitte.com)

- All reports must be signed and dated.
- Money must always be counted by at least two unrelated PTG members.
- Event deposit must be completed immediately following event.
- Completed Deposit Detail Report and checks should be returned to PTG mailbox. Cash should be delivered in person.

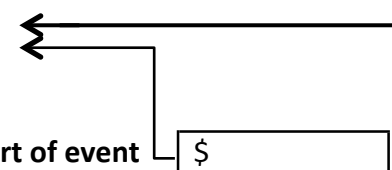
Date: _____ **Event Name:** _____

PTG Counting Team

Name _____ Signature _____ Phone _____

Event Deposit Summary

Total PTG Event Deposit _____
 Less Cash Box Starter Inventory \$ _____
 Net Event Income _____



Verify and record cash box starting inventory prior to the start of event \$ _____

Cash	Ones	\$	1	X	=	_____
	Fives	\$	5	X	=	_____
	Tens	\$	10	X	=	_____
	Twenties	\$	20	X	=	_____
	Fifties	\$	50	X	=	_____
	Hundred	\$	100	X	=	_____
	Cash Box					_____
	A Subtotal Cash					\$ -

Coin	Pennies-rolls	\$	0.50	X	=	_____
	Pennies-loose	\$	0.01	X	=	_____
	Nickels-rolls	\$	2.00	X	=	_____
	Nickels-loose	\$	0.05	X	=	_____
	Dimes-rolls	\$	5.00	X	=	_____
	Dimes-loose	\$	0.10	X	=	_____
	Quarters-rolls	\$	10.00	X	=	_____
	Quarters-loose	\$	0.25	X	=	_____
	Other			X	=	_____
B Subtotal Coin					\$ -	

Checks **C Subtotal Checks (from Page 2)** \$ -

Deposit Summary	A Subtotal Cash	\$ -
	B Subtotal Coin	\$ -
	C Subtotal Checks	\$ -
	A+B+C Deposit Total	_____

\$ -

Treasurer's Use

Total Verified _____ Date _____

Posted to Category _____