

Oakhurst STEAM Academy PTA

Cash Bank Form

Date _____

Event / Activity _____

Budget Category _____

Complete Section 1 at the beginning of the event, BEFORE any transactions occur.

Coins _____

Currency _____

Cash must be counted by two unrelated adults

Total _____ Cash Bank at the beginning of the event

The undersigned certify that the funds above were present in the cash box at the beginning of the PTA event.

Print Name

Print Name

Signature

Signature

Section 1

Complete Section 2 at the END of the event.

Coins _____

Currency _____

Cash must be counted by two unrelated adults

Total _____ Cash Bank at the beginning of the event

Note: The total cash must agree to the amount in Section 1.

The split between coins & currency does not need to agree to Section 1.

The undersigned certify that the funds above were present in the cash box at the end of the PTA event.

Print Name

Print Name

Signature

Signature

Section 2

This form will be used to re-deposit the cash back into PTA funds.

A Separate Funds Received form must be prepared for all cash / checks received during the event.

For Treasurer's Use Only

Date Received: _____

Date Deposited: _____

Budget Category: _____