

**Baines Middle School PTO  
Summary of Funds Received Form  
Cash and Checks Only**

Date of collecting funds: \_\_\_\_\_ Name of event: \_\_\_\_\_

Counter #1 name: \_\_\_\_\_ Counter #1 phone: \_\_\_\_\_

Counter #1 signature: \_\_\_\_\_ Counter #1 email: \_\_\_\_\_

Counter #2 name: \_\_\_\_\_ Counter #2 phone: \_\_\_\_\_

Counter #2 signature: \_\_\_\_\_ Counter #2 email: \_\_\_\_\_

Total Cash \$: \_\_\_\_\_ Total Checks \$ \_\_\_\_\_

Total Deposit \$: \_\_\_\_\_

Please complete corresponding amount below. Amounts below should total to "Total Deposit" above.

- Please complete the deposit worksheet on the back of this sheet. For large deposits, you can request the Excel version from [treasurerbmspto@gmail.com](mailto:treasurerbmspto@gmail.com).
- Please place completed forms & funds in sealed envelope in PTO safe in teacher workroom and text Darla Goolsby at 281-630-2012 and Gena Horak at 713-501-8894 a picture of deposit form.

Please describe the contents of deposit

\$	School Store
\$	Spirit Wear
\$	Longhorn Loot
\$	Boondoggle
\$	6 <sup>th</sup> Grade Social
\$	7 <sup>th</sup> Grade Social
\$	8 <sup>th</sup> Grade Social
\$	Donations (please describe)
\$	Other (please describe)

PTO Treasurer Use:	Removed from safe by (Name #1) _____	Removed from safe by (Name #2) _____
	Date removed from safe: _____	

# BMS PTO Deposit Work Sheet

\* A "Summary of Funds Received" and "Deposit Worksheet" is REQUIRED for all funds placed in PTO safe.

CASH DEPOSIT		Number of	times	=Total Value
PAPER	HUNDREDS		100.00	
BILLS	FIFTY		50.00	
	TWENTY		20.00	
	TENS		10.00	
	FIVES		5.00	
	TWO		2.00	
	ONES		1.00	
COINS	DOLLAR COIN		1.00	
	QUARTERS		0.25	
	DIMES		0.10	
	NICKELS		0.05	
	PENNIES		0.01	
Cash Total				
Coin Totals				
<b>TOTAL CASH &amp; COIN</b>				

## CHECKS TO DEPOSIT

Check #	Amount	First Name	Last Name	Student Name (if available)
<b>TOTAL</b>		<b><u>CHECKS FROM THIS WORKSHEET</u></b>		
		<b><u>Additional Checks (supplemental page attached)</u></b>		
		<b><u>TOTAL CHECKS</u></b>		
		<b><u>TOTAL CASH, COIN &amp; CHECKS</u></b>		
		<b><u>GRAND TOTAL</u></b>		