



HICKORY CREEK ELEMENTARY
Parent Teacher Organization

Deposits

- Two people, one on the Executive Board, must count money at the end of each day of the event, fill out, and sign this form
- Make a nightly cash deposit at the bank or lock in school safe until deposit is able to be made
- Checks, this deposit form, and deposit slips should be given to the Treasurer as soon as possible

Event name / Date: _____

Starting balance: _____

End of day breakdown

| | | | |
|----------------|---------------|-------------------------|----------------------|
| \$100's: _____ | x 100 = _____ | Quarters: _____ | x .25 = _____ |
| \$50's: _____ | x 50 = _____ | Dimes: _____ | x .10 = _____ |
| \$20's: _____ | x 20 = _____ | Nickels: _____ | x .05 = _____ |
| \$10's: _____ | x 10 = _____ | Pennies: _____ | x .01 = _____ |
| \$5's: _____ | x 5 = _____ | Other: _____ | = _____ |
| \$1's: _____ | x 1 = _____ | Number of checks: _____ | Checks total = _____ |

Ending balance: _____

Signature / Date of two individuals responsible for monies:

Signature / Date of PTO Treasurer:
