

SAMPLE Deposit Allocation Form

(SUBMIT THIS FORM WITH CHECKS/CASH TO TREASURER FOR DEPOSIT)

Description/named \$ source	A	if check, check no.	B	WRITE IN NAME OF REVENUE CATEGORY FROM BELOW--1 NAME PER COLUMN			
	TOTAL Cash Amount		TOTAL Check Amount	No Frills Donation - Parent Contribution	PTA Member Dues	No Frills Donation Corporate Match	Birthday Book Club
46 checks received/9/10/08	\$		\$ 920.00	\$ 300.00	\$ 620.00	\$	\$
SUBMIT TWO MATCHING ADDING MACHINE TAPES FOR THIS BATCH OF CHECKS TOTALING \$920							
Cash Received	\$37.50				\$ 37.50		
30 checks received, see related list			\$ 750.00				\$ 750.00
SUBMIT TWO MATCHING ADDING MACHINE TAPES FOR THIS BATCH OF CHECKS TOTALING \$750							
Microsoft		656	\$ 1,165.00			\$ 1,165.00	
TOTALS	\$ 37.50		\$ 2,835.00	\$ 300.00	\$ 657.50	\$ 1,165.00	\$ 750.00

CROSS CHECK CALCULATIONS

shaded sums should match

(A + B)	(sum of all categories)
\$ 2,872.50	\$ 2,872.50

If submitting batch of checks as a line item above, please provide **two** matching adding machine tapes for the check batch. Provide other tapes if created to reach totals.

Submitted by: _____

Date: _____

Received by: _____

Date: _____

Deposit Allocation Form

(SUBMIT THIS FORM WITH CHECKS/CASH & TAPES TO TREASURER FOR DEPOSIT)

Description/named \$ source	A		B		WRITE IN NAME OF REVENUE CATEGORY FROM BELOW--1 NAME PER COLUMN			
	TOTAL Cash Amount	if check, check no.	TOTAL Check Amount					
	\$		\$	\$	\$	\$	\$	\$
TOTALS	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CROSS CHECK CALCULATIONS					(A + B)	(sum of all categories)		
shaded sums should match				\$ -	\$ -			

If submitting batch of checks as a line item above, please provide two matching adding machine tapes for the check batch. Provide other tapes if created to reach totals.

Submitted by: _____

Date: _____

Received by: _____

Date: _____

PTA Member Dues	Box Tops & Soup Labels Program	Family Night Skate King
No Frills Corporate Match	E Scrip	Family Night Dance
No Frills Individual Contribution	Other Fundraising Income	Family Night BBQ
PACE	Jogathon	Family Night Other
Volunteers Hours Corporate	Birthday Book Club	Yearbook
E-Scrip	Extended Classes	

