

Shenandoah Valley PTO

**Deposit of Funds**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Event/committee: \_\_\_\_\_

**CASH**

**CHECKS**

Cash: 1's \_\_\_\_\_

Number of checks \_\_\_\_\_

5's \_\_\_\_\_

10's \_\_\_\_\_

Check Total \$ \_\_\_\_\_

20's \_\_\_\_\_

50's+ \_\_\_\_\_

All checks made out to  
Shenandoah Valley PTO, no  
staples in the checks.

Total cash: \$ \_\_\_\_\_

Coin: .01 \_\_\_\_\_

.05 \_\_\_\_\_

.10 \_\_\_\_\_

.25 \_\_\_\_\_

Total Coins: \$ \_\_\_\_\_

**Grand total: \$**

The treasurer will count and verify all money. If the count matches the deposit will be made within 7 days. If the amount does not match, you will be contacted to reconcile the difference.