

**Cotswold PTA – Cash Bank Form**

Date \_\_\_\_\_  
Event/Activity \_\_\_\_\_  
Budget Category \_\_\_\_\_

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

**Section 1**

Coins: \_\_\_\_\_\*\*  
Currency: \_\_\_\_\_\*\*  
**Total:** \_\_\_\_\_

**\*\* Cash must be COUNTED by two unrelated adults.**

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 noted PTA Event.

\_\_\_\_\_  
Print name  
  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name  
  
\_\_\_\_\_  
Signature  
\*\* second signature required

**Complete Section 2 at the END of the event.**

Cash bank should be segregated from other event receipts and accounted for on this form.

**Section 2**

Coins: \_\_\_\_\_\*\*  
Currency: \_\_\_\_\_\*\*  
**Total:** \_\_\_\_\_

**\*\* Cash must be COUNTED by two unrelated adults.**

Cash Bank at the end of the event.

Note: The total cash must agree to the amount in Section 1.  
The split between coins and 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 noted PTA Event.

\_\_\_\_\_  
Print name  
  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name  
  
\_\_\_\_\_  
Signature  
\*\* second signature required

**This form will 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.**

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For Treasurer's Use Only

Date Received: \_\_\_\_\_ Date Deposited: \_\_\_\_\_  
Budget Category: \_\_\_\_\_

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