

Haynes Bridge MS PTA Income Form

Date: _____

Activity: _____

Budget line item to be credited (*if known*): _____

Money Collected	
<i>Coins</i>	\$
<i>Currency</i>	\$
<i>Checks</i>	\$
Total Funds Received	\$

The undersigned certify that the funds shown above were received for PTA activities, were properly accounted for, and will be credited to the appropriate PTA account as noted.

Signatures:

1) _____

2) _____

All funds, along with this form, should be turned over to the HBMS Treasurer immediately upon completion of the activity that generated the funds. Two people should participate in the procedure of counting funds and signing this form. If appropriate, a receipt will be issued verifying the amount of money turned over to the HBMS Treasurer.

For HBMS Treasurer's Use Only	
Amount Received:	_____
Date Received:	_____
Credit to Budget Item:	_____
Receipt Issued:	<input type="checkbox"/> Yes <input type="checkbox"/> No