

**Wakefield Middle School PTSA  
FUNDS RECEIVED FORM**

Date \_\_\_\_\_

FUNDRAISING ACTIVITY: \_\_\_\_\_

BUDGET CATEGORY: \_\_\_\_\_

# OF CHECKS \_\_\_\_\_

COINS: \$ \_\_\_\_\_

CURRENCY: \$ \_\_\_\_\_

CHECKS: \$ \_\_\_\_\_

**TOTAL FUNDS RECEIVED** \$ \_\_\_\_\_

The undersigned certify that the funds shown above were received for PTSA activities and properly accounted for in accordance with the Wakefield Middle School PTSA Money Management Policy, and are to be credited to the appropriate PTSA account as noted.

Signature of Counter: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Counter/Witness: \_\_\_\_\_ Date \_\_\_\_\_

Funds Forwarded to Treasurer on: \_\_\_\_\_ by \_\_\_\_\_  
Date Print Name

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**FOR TREASURER'S USE ONLY:**

Amount Received: \$ \_\_\_\_\_ Date \_\_\_\_\_

Specific Budget Item(s) Credited: \_\_\_\_\_

Comments: \_\_\_\_\_

**Treasurer's Signature:** \_\_\_\_\_

**FUNDS RECEIVED:**

Name	Check #	\$ Amount
<b>Grand Total amount of Checks</b>	<b>\$</b>	

Currency	Number of Bills	Total Amount
\$1		
\$5		
\$10		
\$20		
\$50		
\$100		
<b>Total of all Currency Received</b>	<b>\$</b>	

COINS	Number of Coins	Total
25¢		
10¢		
5¢		
1¢		