



# LONG HILL TOWNSHIP PTO – DEPOSIT

Fundraiser or Activity Name: \_\_\_\_\_

Person submitting the deposit: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Number of Checks: \_\_\_\_\_

Amount of Checks: ..... \$ \_\_\_\_\_

## CASH & COINS

Fifties.....\$ \_\_\_\_\_

Twenties.....\$ \_\_\_\_\_

Tens.....\$ \_\_\_\_\_

Fives.....\$ \_\_\_\_\_

Ones.....\$ \_\_\_\_\_

Quarters.....\$ \_\_\_\_\_

Dimes.....\$ \_\_\_\_\_

Nickels.....\$ \_\_\_\_\_

Pennies.....\$ \_\_\_\_\_

Subtotal Cash.....\$ \_\_\_\_\_

Total Deposit.....\$ \_\_\_\_\_

### **For Coins:**

- Sort by denomination.
- Put into coin rollers if you have enough of any type of coin (EXACTLY 50 per roll for pennies, 40 for nickels, 50 for dimes, 40 for quarters).
- Fill in the summary on the reverse to tell how much money in each denomination of coin is included.
- For extra coins that do not make up a full roll of coins, put them into a plastic bag.

### **For Cash:**

- Separate by denomination.
- Total the amount of money in \$50 bills and write that total on the summary. Do the same for \$20s, \$10s, \$5s and \$1s.

### **For all checks**, please verify:

- Do amounts and words match? If not, send it back to the person who wrote the check to amend and initial the changes before including it in the deposit.
- Is the check signed?
- Is it made out to Long Hill Township PTO or to Cash?
- Are any staples removed?

### **Extra steps to follow whenever more than 4 checks are to be deposited:**

1. Sort Millington Savings Bank checks to the top of the stack.
2. List check amounts individually on a piece of paper in the same sequence as the checks themselves (For multiple checks written for the same amount, it is ok to abbreviate, e.g. 7 @ \$10). We are limited to 100 checks per deposit. If necessary, split into multiple lists with no more than 100 checks on each list. It is NOT necessary to list the names of the people who wrote the checks - just the amounts.
3. Total the amount of the checks and fill in the total along with a count of the number of checks on the deposit summary on the other side of this paper.



**Call the PTO Treasurer** if you need empty coin rollers, if you have questions, and to arrange a time to drop off the money, check listing and this form.