

# BROOKFIELD PTA

## TRANSFER OF FUNDS RECORDS

Date:	
Person Handing off funds:	
Source of funds:	
Line Item # (refer to budget)	

Denomination	Number	Amount
\$1.00 x		=
\$5.00 x		=
\$10.00 x		=
\$20.00 x		=
\$50.00 x		=
\$100.00 x		=
Total Currency:		
Total Coins:		
Total Checks:		
Total Handed Off:		

**Note:** Please attach original plus one copy of all checks before handing to Treasurer

**Note:** In most cases, the Treasurer will be the 2<sup>nd</sup> counter. It is sufficient to turn funds over to the Treasurer with one signature.

1<sup>st</sup> Signature: \_\_\_\_\_

2<sup>nd</sup> Counter Signature: \_\_\_\_\_