

# BRIGHTON CENTRAL PTSA

## MONEY HANDLING FORM

www.bcsd.org

2035 Monroe Avenue  
Rochester, NY  
14618

Attention: Emmylou Duell, Treasurer  
Brighton PTSA Treasurer  
34 Meadow Drive  
Rochester, NY 14618  
(585) 857-8914  
[brightonptsatreasurer@gmail.com](mailto:brightonptsatreasurer@gmail.com)



Name of Event:  
Event Chairperson:  
Date of Event:  
Phone Number:

Startup	Coins	Denomination	Total
		x \$1.00	\$
		x \$.50	\$
		x \$.25	\$
		x \$.10	\$
		x \$.05	\$
		x \$.01	\$
		Total	\$

\$ \_\_\_\_\_

Startup	Currency	Denomination	Total
		x \$100	\$
		x \$50	\$
		x \$20	\$
		x \$10	\$
		x \$5	\$
		x \$1	\$
		Total	\$

\$ \_\_\_\_\_

Checks

\$ \_\_\_\_\_

Total amount delivered to treasurer (coins, currency&checks) : \$ \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_ Phone: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date \_\_\_\_\_ Deposited: \_\_\_\_\_

- Two people should count money and deliver to the treasurer promptly.
- Never deposit money from PTSA events in personal accounts.
- No cash from proceeds should be paid out. All expenses are paid by check through the treasurer.
- Submit voucher forms to request payment by treasurer.
- Checks should be payable to Brighton Central PTSA and should have address information.
- Attach all receipts to be reimbursed or bill to be paid.