

BRIGHTON CENTRAL PTSA

MONEY HANDLING FORM

www.bcsd.org

2035 Monroe Avenue
Rochester, NY
14618

Attention: Katrina Robinson, Treasurer
Brighton PTSA Treasurer
81 Cohasset Drive
Rochester, NY 14618
585 478 7984
robinson.katrina@gmail.com



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

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

\$ _____

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.