



Income / Deposit

Fairland Elementary School Parent Teacher Association

To: PTA Treasurer

From: _____

RE: _____
(Committee)

Date: _____

The Enclosed Money Is for Income / Receipts from the above Noted Event.

Currency: \$ _____

Coins: \$ _____

Checks: \$ _____ # of Checks: _____

Money Orders: \$ _____ # of Money Orders: _____

TOTAL: \$ _____

Choose one of the following categories:

Normal Income to be recorded against the following budget item(s):

_____	\$ _____
_____	\$ _____
_____	\$ _____

Partial or full repayment of a previous advance (receipt or invoice against advance attached)
Budget Item: _____

Previous Advance Amount: \$ _____

Less Documented Expenses: \$ (_____)

TOTAL: \$ _____

Repayment of previously deposited returned checks and/or associated bank fees, against a single Budget Item.

Budget Item: _____

Amount of Returned Checks Repaid: \$ _____

Amount of Bank Fees paid: \$ _____