

NEWTOWN MIDDLE SCHOOL PTA INCOME REPORT FORM

Must be returned with Income Check Detail Listing

Date of Event: _____

Type of Income: Membership
 Directory
 Book Fair Lemonade Fundraiser
 Other: (description, please be as detailed as possible)

Report Submitted by: _____

Committee: _____ Function Assigned: _____

Total Checks: _____
Total Cash: _____
Total Deposit: _____

Please attach detailed list of checks. **
You can use the attached sheet or a comparable computer spreadsheet with subtotals every 25 checks.

Committee Chairperson Approval: _____
(to be co-signed by PTA President or Principal if Chairperson is reporting funds)

Please report all income on this form. Attach any paperwork detailing income received.
All income received for event must be deposited in the bank.
If there are any expenses to be reimbursed, you must file an Expense Report Form and be reimbursed by check.

Thank You.

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Date Received _____ Date Deposited _____ Amount of Deposit _____