

Moody High School Receipt Book Balancing Form

THIS FORM MUST BE SUBMITTED WITH MONEY AND RECEIPT BOOK EACH TIME MONEY IS TURNED IN FOR DEPOSIT

Teacher's Name: _____

Account Number: _____

Date: _____

From Receipt Number: _____

To Receipt Number: _____

CHECK TO ENSURE THAT THE TOTAL OF ALL RECEIPTS EQUALS THE TOTAL MONEY RECEIVED

MONEY RECEIPTED

CURRENCY TOTAL: _____

CHANGE TOTAL: _____

CHECKS TOTAL: _____

TOTAL OF DEPOSIT: _____

INDICATE BELOW THE AMOUNT TO BE PLACED IN THE DIFFERENT ACCOUNTS

FUNDRAISER	FIELD TRIPS	SPIRIT PACK/ DUES/FEES	DONATIONS	ITEMS FOR RESALE
_____	_____	_____	_____	_____

Note: _____

PROCEDURES

1. All checks received ***must have*** teacher's initials and account number in the upper left corner. The student's name must also be written on the check.
2. All receipts should be marked to indicate cash or check.
3. For ease in balancing the receipt book, write the check number on the receipt.
4. All currency should be counted and secured (***bills facing the same direction***)
5. DO NOT make any changes on receipts once they have been written. If any changes need to be made, void the receipt, attach the white copy to the yellow copy and write another receipt. (**Never tear out the yellow receipt.**)