



Cedar Wood Elementary  
**PTA**  
 Parent Teacher Association 7.3.3

## Check Income Summary Receipt

Record and submit checks collected to the  
 CW PTA Treasurer

Date: \_\_\_\_\_

Program: \_\_\_\_\_ = \$ \_\_\_\_\_

Split Detail: \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ = \$ \_\_\_\_\_

<u>Check #</u>	<u>Amount</u>	<u>Check #</u>	<u>Amount</u>
Check 1	\$ _____	Check 16	\$ _____
Check 2	\$ _____	Check 17	\$ _____
Check 3	\$ _____	Check 18	\$ _____
Check 4	\$ _____	Check 19	\$ _____
Check 5	\$ _____	Check 20	\$ _____
Check 6	\$ _____	Check 21	\$ _____
Check 7	\$ _____	Check 22	\$ _____
Check 8	\$ _____	Check 23	\$ _____
Check 9	\$ _____	Check 24	\$ _____
Check 10	\$ _____	Check 25	\$ _____
Check 11	\$ _____	Check 26	\$ _____
Check 12	\$ _____	Check 27	\$ _____
Check 13	\$ _____	Check 28	\$ _____
Check 14	\$ _____	Check 29	\$ _____
Check 15	\$ _____	Check 30	\$ _____

Checks 1-30 Grand Total: \$ \_\_\_\_\_

Checks must be totaled twice with an Excel spreadsheet or adding machine tapes  
 attached to this form.

All checks must be copied. Attach checks and copied checks to this form.

Counted by:      Signature #1 \_\_\_\_\_

Signature #2 \_\_\_\_\_

Please keep a copy of the Income Summary.  
 It serves as your receipt for your records.