

Groveland PTA Deposit Worksheet

If your committee raises or collects money, you will need to fill out a Deposit Worksheet to turn in to the Treasurer for deposit. This is a summary of all paper dollars, currency and checks collected during an event. Place everything in an envelope and call the Treasurer to arrange a drop off/pick up time. Cash and checks should NOT be left in the Treasurer's box in the PTA closet. Groveland has new forms for counting worksheets and deposits. The form can be found at www.minnetonka.k12.mn.us/Schools/Groveland under the link for PTA. The Deposit Worksheet is also included in your Electronic Binder. If you have any questions, please contact the PTA Treasurer, Jill Howe, at Lbnahowe@yahoo.com.

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