



**Bowman Middle PTA
Itemized ACH Deposit Form (v2019/08)**

To be used when reporting funds (ACH) to Treasurer

(Please make sure that there are always 2 people verifying the records to protect the reliability of the count.)

Event/Purpose		Event Date	
Chairman		Today's Date	
Person Completing Form		Phone #	

Gray cells are automatically calculated if you are completing this form using Excel.
 Please attach PayPal/Square transactions report reflecting the deposit amount per category.
Square : Square only reports total fees charged, not per category. As a result, Square fees per budget category should be calculated using the following formula :

$$\text{Total Fee} * (\text{Category Gross} / \text{Total Gross})$$

PayPal : If PayPal deposits include multiple categories, please attach website sales summary by category.

Funding Source	From	To	Gross	Tax	Fees	Deposit
<input type="checkbox"/> Square	/ /201 ~	/ /201				
<input type="checkbox"/> PayPal	/ /201 ~	/ /201				
<input type="checkbox"/>	/ /201 ~	/ /201				
TOTAL						

Fund Distribution	Gross	Tax	Fee	Deposit
<input type="checkbox"/> Silent Auction <input type="checkbox"/> Donations <input type="checkbox"/> Coporate Sponsors <input type="checkbox"/> Painless				
<input type="checkbox"/> Membership <input type="checkbox"/> Spirit Store <input type="checkbox"/> Spirit Wear <input type="checkbox"/> School Supplies				
<input type="checkbox"/> Fall Social <input type="checkbox"/> Spring Social <input type="checkbox"/> Spirit Nights <input type="checkbox"/> Concessions				
<input type="checkbox"/> Other				
<input type="checkbox"/> Other				
<input type="checkbox"/> Other				
<input type="checkbox"/> Other				
TOTAL				

Notes To Treasurer :

Signatures		Date
Counter's Signature		
Counter's Signature		
Received By Treasurer		

(When turning in a deposit, please allow time for another count of the total deposit.)