



## The Parent CORPS Event/Committee Income Report

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

Event or Committee Name: \_\_\_\_\_

Person's Name Completing Report (please print): \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

SUMMARY OF INCOME: A copy of the income/sign-up record or other supporting documentation of the total amount to be deposited for this event/committee must be attached.

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

Description of Income: \_\_\_\_\_

	<u>Amount</u>
Coin	\$ _____
Currency	\$ _____
Checks (Total # of checks = _____)	\$ _____
Grand Total	\$ _____

Counted By: \_\_\_\_\_  
(Committee Chairperson)

Verified By: \_\_\_\_\_  
(Assistant Treasurer)

Date Deposited: \_\_\_\_\_ Entered in Financial Report: ☐

1. Itemize all ticket sales or other income on this Income Report. Attach a sign-up list (use the Income/Sign-Up Form or similar).
2. All cash and checks collected by your committees should be turned in immediately, along with an Income Report, to the Assistant Treasurer when amounts total at least \$100.00, or as soon as practical for lesser amounts. TICKET SALE CASH CANNOT BE USED AS PETTY CASH! This procedure is necessary so that Committee Chairs and the Treasurer can verify that all PC purchases are itemized and documented on a Check Request Form.
3. One Committee or Event ONLY per Income Report. Extra Income Reports can be obtained from the Assistant Treasurer, Treasurer, or the school office.