



# North Augusta Elementary School PTO - Fund Advance Receipt and Statement -



**Form use:** This form documents your receipt of a fund advance against an Event Budget.

**Instructions:** You are responsible for safeguarding this money and documenting all purchases. Account for each expense on this statement and attach all related receipts. Return completed form with associated receipts and any remaining funds to the Ledger Treasurer within three (3) business days following the conclusion of the event.

## Fund Advance Receipt

Person Responsible for Funds:	Phone #:		
Budget Category / Event / Committee:	Event Date:	Amount Advanced: \$	Date Advanced:
Ledger Treasurer (sign & date):	Person Responsible for Funds (sign & date):		

## Fund Advance Statement

Date	Amount	Description of Expense (attach receipts)
Total Spent		

<b>Total Funds Advanced</b>	
<b>Total Funds Spent</b>	
<b>Amount Returned</b>	

\_\_\_\_\_  
Signature of Fund Advance Responsible Person

\_\_\_\_\_  
Date

## Ledger Treasurer Verification:

Amount Advanced: \$	Amount Spent (receipts total): \$	Amount Returned: \$	Amount of shortage/overage: \$
Ledger Treasurer verification signature		Date of Verification	Date of Deposit