HABERSHAM COUNTY SCHOOL DISTRICT

REPORT OF MONIES COLLECTED

A properly completed Report of Monies Collected (ROMC) must be completed for all funds collected. The ROMC must be completed by the teacher or staff member who collected the funds. All monies collected must be submitted **daily** to the school bookkeeper in accordance with the HCSD Financial & Operations Handbook, TKES Standard 9 and Code of Ethics Standard 5: Public Funds and Property.

From: **To:**

Dates of Collection

Name of Club or Account to Credit

Purpose of Collection

Received from:	Check # (if applicable)	Teacher Receipt #	Amount
		CURRENCY	
		COINS	
		CHECKS	
		GRAND TOTAL	

1. **Receipts are required for all collections.**
2. **Yellow copy of receipt must be attached to this report.**

I hereby certify that I received the above funds.

Bookkeeper Receipt # _____

Signature of Teacher/Sponsor

Signature of Bookkeeper

Instructions: School Bookkeeper keep this form on file for audit purposes

Rev. 7/1/17