



Date of Event: _____ Event / Purpose: _____

Person Requesting Cash Box: _____ Start Cash Amt Requested: \$ _____

Starting Cash

Den	x	Qty	=	Amount
\$20	x	_____	=	\$ _____
\$10	x	_____	=	\$ _____
\$ 5	x	_____	=	\$ _____
\$1	x	_____	=	\$ _____
25¢	x	_____	=	\$ _____
10¢	x	_____	=	\$ _____
5¢	x	_____	=	\$ _____
1¢	x	_____	=	\$ _____

Total Starting Cash \$ _____

Ending Cash

Den	x	Qty	=	Amount
\$100	x	_____	=	\$ _____
\$50	x	_____	=	\$ _____
\$20	x	_____	=	\$ _____
\$10	x	_____	=	\$ _____
\$ 5	x	_____	=	\$ _____
\$1	x	_____	=	\$ _____
25¢	x	_____	=	\$ _____
10¢	x	_____	=	\$ _____
5¢	x	_____	=	\$ _____
1¢	x	_____	=	\$ _____

Total Ending Cash \$ _____

Signature of PTO Officer Providing Cash Box

Name of Person 1 Verifying Ending Cash & Checks

Signature of Cashier Accepting Box

Name of Person 2 Verifying Ending Cash & Checks

FINAL TALLIES:

Total Ending Cash Amount (from above right): \$ _____

(+) Total Value of Checks (*see back of sheet*): \$ _____

= TOTAL ENDING FUNDS (cash + checks): \$ _____

(-) Total Starting Cash Amount (from above left): \$ _____ *(remove to return to bank)*

= NET CASH BOX REVENUE (cash & checks): \$ _____ *(deposit this separately)*

-> -> -> see back of sheet for additional recording details -> -> ->



Cash Box addition or removal

Amount (+ / -)

Signatures

	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	

Any cash added to (such as when the Treasurer brings more change) or taken from the cash box (Treasurer collects large bills to store securely elsewhere) should be noted here with witness signature. Do not include even change-making transactions.

RECORD OF CHECK PAYMENTS

Check #	Last Name	Dollar Amt

Check #	Last Name	Dollar Amt

TOTAL VALUE OF CHECKS: \$ _____ (record on front page)

Additional Notes about event:

TREASURER NOTES: Bank Withdrawal/Deposits

Change for Cash Box: Date of Bank Withdrawal: _____ Amount: \$ _____

Person making withdrawal: _____

Date of Return Deposit: _____ Amount: \$ _____

Person making return deposit: _____

Net Profit (Cash & Checks): Date of Bank Deposit: _____ Amount: \$ _____

Person making deposit: _____

Signature of Treasurer: _____ **Date:** _____