

BARKHAMSTED PTO CASH BOX FORM

Project Title: _____

Committee Chair/s: _____

Please Record the # of Bills and Total Value of Each Denomination

Ex: \$5 x 15 = **\$75.00**

(Actual # of \$5 dollar bills in Box)

CASH:

Dollar Bills:

\$50 x _____ = \$ _____

\$20 x _____ = \$ _____

\$10 x _____ = \$ _____

\$5 x _____ = \$ _____

\$1 x _____ = \$ _____

Total Bills: \$ _____

Coins:

.50 x _____ = \$ _____

.25 x _____ = \$ _____

.10 x _____ = \$ _____

.05 x _____ = \$ _____

.01 x _____ = \$ _____

Total Coins: \$ _____

TOTAL CASH \$ _____

Checks:

Total: # _____ of checks

Total Value \$ _____

TOTAL CHECKS \$ _____

CASH BOX TOTAL \$ _____

Counted/Submitted by: (Please Print and Sign Name)

x _____

x _____

(Form Must ALWAYS Be Signed By Two Persons at the End of Event)

For Treasurer/Accounting Purposes

Event Summary:

Total Amount in Cash Box at End of Activity \$ _____

Minus Cash Box Beginning Balance \$ _____

TOTAL EVENT PROCEEDS \$ _____

Received by Treasurer X _____ Date: _____