

Moose Hill PTA Cash Box Record Sheet

Name: _____

Date: _____

Event: _____

Please:

1. Count the money in the cashbox when you receive it and record below.
2. Count the money when your event is over and record below.
3. Remove your monies earned; fill out a deposit slip and Transfer of Funds sheet (both found in the PTA Closet) and leave forms along with monies earned (deposit) in Treasurer's folder in the main office.
4. Count remaining money in cash box once more and record below. Leave this form in the cash box. You do not need to leave the same exact amount of coins, bills as when you started AS LONG AS the total amount equals the amount in which the cash box was received (Step 1).

Monies	In cash box when received	After event	In cash box when returned
Pennies			
Nickels			
Dimes			
Quarters			
One Dollar Bills			
Five Dollar Bills			
Ten Dollar Bills			
Twenty Dollar Bills			
Other (checks, etc)			
TOTAL:			

AFTER COMPLETION OF EVENT RETURN CASHBOX AND LEAVE THIS SLIP IN CASHBOX:

Chairperson Signature: _____

Second Signature Verifying Monies: _____