



CASH BOX RECONCILIATION

During fundraiser events, there may be a need for a cash box. Following these guidelines will help to ensure proper accountability of cash.

- ✓ Obtain cash box(es) from the PTA Treasurer for use during your event.
- ✓ Keep cash where it cannot be easily stolen.
- ✓ Be sure the cash box(es) are being supervised at all times.
- ✓ Return cash box(es), cash, checks and reconciliation form to PTA Treasurer within (5) days of the event. Same-day or next-day return is preferred.
- ✓ All cash must be counted and confirmed by (2) individuals at end of event with sign-off.

The Cash Box Deposit Form will assist you in verifying the balance at the end of a fundraiser or event.



CASH BOX DEPOSIT FORM

Event Title: _____ Date: _____

Counters Name #1: _____ Initials: _____

Counters Name #2: _____ Initials: _____

Cash (Bills)	Number of Bills		Amount
\$100		x 100 =	
\$50		x 50 =	
\$20		x 20 =	
\$10		x 10 =	
\$5		x 5 =	
\$1		x 1 =	
Total Cash (Bills):			

Total Cash (Bills): \$ _____

Cash (Coins)	Number of Coins		Amount
Quarters		x 0.25 =	
Dimes		x .10 =	
Nickles		x .05 =	
Pennies		x .01 =	
Other			
Total Cash (Coins):			

Total Cash (Coins): \$ _____

Please make sure there are (2) people counting and verifying money.

Counters shall initial above when cash box is reconciled.