



Hollymead Elementary

Parent Teacher Organization

Event: _____ Date: _____

Staffed By: _____

The starting and ending total amounts are required, as well as any additions/subtractions to the cash box.

Starting Cash (Cash box)

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

Ending Funds (Cash & Checks)

Den	x	Qty	=	Amount
\$20	x	_____	=	_____
\$10	x	_____	=	_____
\$ 5	x	_____	=	_____
\$1	x	_____	=	_____
25¢	x	_____	=	_____
10¢	x	_____	=	_____
5¢	x	_____	=	_____
1¢	x	_____	=	_____
_____	x	_____	=	_____
_____	=	_____	=	_____
		# of Checks		_____
		Total		\$ _____

Initial Cash _____

Treasurer Print Name

Signature of Treasurer or Officer Providing Box

Verification Print Name

Signature of Cashier Accepting Box

Verification of Counter 1 Print Name

Signature Counter 1

Verification of Counter 2 Print Name

Signature Counter 2

Cash used for any other purpose (i.e. tips, etc.) please indicate below.

Cash Additions/Subtractions (include purpose)	Amounts (+ or -)	Signature
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____