

## Little Cedars PTA 7.6.32 Cash Box Starting Inventory

**Date:** \_\_\_\_\_

**Program / Project:** \_\_\_\_\_

**Committee Chair:** \_\_\_\_\_

	Qty.	Amount
Checks	_____	\$ _____
\$100s	_____	\$ _____
\$50s	_____	\$ _____
\$20s	_____	\$ _____
\$10s	_____	\$ _____
\$5s	_____	\$ _____
\$2s	_____	\$ _____
\$1s	_____	\$ _____
Coin \$1	_____	\$ _____
Fifty Cent	_____	\$ _____
Quarters	_____	\$ _____
Dimes	_____	\$ _____
Nickels	_____	\$ _____
Pennies	_____	\$ _____
<b>Total</b>	_____	<b>\$ _____</b>

**Counted by:** \_\_\_\_\_

Always have two people count the money

Additional Items:

- Cash Box
- Bank Money Bag
- Receipt Book
- Little Cedars PTA 7.6.32 Deposit Stamp
- Calculator / Adding Machine w/ Tape
- Pens
- Scratch Paper / Notepad

**Date received by Treasurer:** \_\_\_\_\_

Treasurer's signature \_\_\_\_\_

Amount verified  Yes  No

Verified by two people  Yes  No

Initials of verifiers \_\_\_\_\_

## Little Cedars PTA 7.6.32 Money Receipt / Tally Sheet

**Date:** \_\_\_\_\_

**Program / Project:** \_\_\_\_\_

**Committee Chair:** \_\_\_\_\_

	Qty.	Amount
Checks	_____	\$ _____
\$100s	_____	\$ _____
\$50s	_____	\$ _____
\$20s	_____	\$ _____
\$10s	_____	\$ _____
\$5s	_____	\$ _____
\$2s	_____	\$ _____
\$1s	_____	\$ _____
Coin \$1	_____	\$ _____
Fifty Cent	_____	\$ _____
Quarters	_____	\$ _____
Dimes	_____	\$ _____
Nickels	_____	\$ _____
Pennies	_____	\$ _____
<b>Total</b>	_____	<b>\$ _____</b>

**Counted by:** \_\_\_\_\_

Always have two people count the money

**Starting Cash Monies:** \_\_\_\_\_

**Total Monies:** \_\_\_\_\_

**Deposit Amount:** \_\_\_\_\_

\$ \_\_\_\_\_

**Date received by Treasurer:** \_\_\_\_\_

Treasurer's signature \_\_\_\_\_

Amount ve  Yes  No

Verified by  Yes  No

Initials of v \_\_\_\_\_