

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	_____	\$ _____
Total	_____	\$ _____

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	_____	\$ _____
Total	_____	\$ _____

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 _____