

*PERRINE ELEMENTARY PTA
CASH BOX RECORD FORM*

Activity: _____ Date: _____

Start Up Bank \$ _____

The above blank contains the amount of money you start out with in the cash box today.

Deposit:

Total number of checks received _____

Total amount of checks \$ _____

Cash:

Bills: 50's X _____ = \$ _____
 20's X _____ = \$ _____
 10's X _____ = \$ _____
 5's X _____ = \$ _____
 1's X _____ = \$ _____

Total \$ _____

Coins:

Dollars (_____ rolls) = \$ _____
 Quarters(_____ rolls) = \$ _____
 Dimes (_____ rolls) = \$ _____
 Nickels (_____ rolls) = \$ _____
 Pennies (_____ rolls) = \$ _____

Total \$ _____

Bills Total \$ _____

Coins Total \$ _____

Checks Total \$ _____

Total Deposit = \$ _____

First Counter _____

Date: _____

Second Counter _____

Date: _____

Received by: _____

Date: _____

(Treasure)

Tomorrow's Bank \$ _____

Add the total of bills and coins that you are leaving in the box for tomorrow and put that amount on the above blank. Please transfer this amount to a new sheet on the line for Start Up Bank.

Cash:

Bills: 50's X _____ = \$ _____
 20's X _____ = \$ _____
 10's X _____ = \$ _____
 5's X _____ = \$ _____
 1's X _____ = \$ _____

Total \$ _____

Coins:

Dollars (_____ rolls) = \$ _____
 Quarters(_____ rolls) = \$ _____
 Dimes (_____ rolls) = \$ _____
 Nickels (_____ rolls) = \$ _____
 Pennies (_____ rolls) = \$ _____

Total \$ _____

A Deposit Form must be filled out immediately following each fundraising activity and signed. All deposits need to be turned into the PTA the same day or as soon as possible. Cash received from fundraising activities should NOT be used to reimburse or pay for expenses under any circumstances. A check must be issued. (Form must be filled out in pen. Any changes need to be initialized by both counters.)