

GMIS PTO

Cash Box Report With Denomination Breakdown

**** Please keep this report in the cash box. This form and cash box must be returned to the Treasurer at the end of the night ****

Cash Box Event: _____

Staffed By: _____

The starting and ending total amounts are required. Two people are required to count all totals. The Treasurer or another authorized Officer will note any additions/subtractions he/she makes to the cash box during the event.

It is often helpful to know if the **starting** cash amounts were appropriate. Please make a notation below to help plan for the next event. (e.g. Did you wish you had more ones or quarters?)

Starting Cash

Ending Funds (Cash & Checks)

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

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

* Please, do not open rolled coin until necessary.

Thank you!

Initial Cash: _____
Signature of Treasurer or Officer Providing Box

Verification of Counter 1

Verification: _____
Signature of Chairperson/Cashier Accepting Box

Verification of Counter 2

Additional Notes Provided: YES / NO (circle one) – please use back, if necessary

-----**For Treasurer Use Only**-----

Cash Additions/Subtractions

Amounts (+ or -)

Signature

_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Note:

Do not include even change-making transactions (ex: treasurer replaces a twenty with 20 ones.). All money added or removed should be noted here (additional coins or bills needed/ large bills taken to more secure location).

This form will be kept on file with the corresponding Cash Box Request and PTO Deposit Slip.