

HHS PTO 2017-2018

Cash Box Worksheet for Collected Money

Date: _____
 Event: _____
 Person Responsible: _____

1) Cash Box includes:

- _____ Coin rollers
- _____ Sleeves to separate bills by denomination
- _____ Cash Box Worksheet for Collected Money

2) Checks - All checks should be made payable to **HHS PTO**.

3) Prior to event, you have received the cash noted and initialed below:

<u>Denomination</u>	<u>Total Amount of Coins/Bills Received</u>
Coins	
\$1	
\$5	
\$10	
\$20	
Grand Total (3A)	

Initials: _____

4) At the end of the event, organize and count all of the money. Please complete the following chart:

Number of Checks	
Total Amount of Checks	
Coins	
\$1	
\$5	
\$10	
\$20	
\$50/\$100	
Total Checks, Coins and Cash after the event (4A)	
Grand Total of cash received prior to event (3A)	
Total Receipts Generated (4A-3A)	

5) Please return this completed sheet with the cash box and any remaining coin rollers and sleeves to the Treasurer (Jane McGrath, HHS PTO Treasurer, 28 Tower Brook Road, Hingham, MA 02043, 781-749-7935 Kevin_jane@hotmail.com) immediately following your activity.