

HHS PTO 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 Received/Initials

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

Total Amount of Checks (# of Checks / Total Amount)	
Coins	
\$1	
\$5	
\$10	
\$20	
\$50/\$100	
Total Coins, Cash, and Checks in Box after the Event 4A	
LESS: Coins and Bills in Box at the Start of Event (3A)	
Total Receipts Generated at the Event (4A - 3A)	

5) Please return this completed sheet with the cash box and any remaining coin rollers and sleeves to the Treasurer immediately following your activity. You may return to Jane McGrath at 28 Tower Brook Road, Hingham. Email is kevin_jane@hotmail.com. Please keep a copy of this worksheet for your records and to share with next year's committee.

Thanks for all your hard work!!!