



DISCOVERY ELEMENTARY SCHOOL PTO

Cash Box Count Worksheet

Cash Box: _____

Staffed By: _____

Starting Cash

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

Ending Funds (Cash & Checks)

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

Initial Cash: _____

Signature of Treasurer or Officer Providing Box

Verification: _____

Signature of Cashier Accepting Box

Verification of Counter 1

Verification of Counter 2

Cash Additions/Subtractions

	Amounts (+ or -)	Signature
_____	\$ _____	_____
_____	\$ _____	_____

Please attach all checks to be listed and recorded on the cash & check bank deposit form.

Additional Notes Provided: YES / NO (circle one) – see back of form for additional notes