Haynes Charter for Enriched Studies

PTO Cash Box Accounting

Event: _____

Date: _____

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
_____	$_____	_____
_____	$_____	_____
_____	$_____	_____
_____	$_____	_____

Note: do not include even change-making transactions (example: treasurer replaces a twenty with 20 ones.).

Any money added (treasurer brings more change) or taken from the cash box (treasurer collects large bills to store more securely elsewhere) should be noted here.

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