

# East School PTO

## Cash Box Worksheet for Collected Money

Date:

Event:

Person Responsible:

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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 **East School 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	

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Grand Total Received

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Initials

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

<b>Total Amount of Check (# of Checks / Total Amount)</b>	
Coins	
\$1	
\$5	
\$10	
\$20	
\$50/\$100	
<b>Total Value of Money in Box after the Event</b>	
LESS Value of Money in Box at the Start of the Event	
<b>Total Money Generated at the Event</b>	

- 5) Please return this completed sheet with the cash box and any remaining coin rollers and sleeves to the Treasurer immediately following your activity. Please send an e-mail to [eastschooltreasurer@gmail.com](mailto:eastschooltreasurer@gmail.com) when you are ready to return the the cash box to arrange drop-off logistics.  
Please keep a copy of this worksheet for your records and to share with next year's committee.

Thanks for all your hard work!!!