













CASH BOX REPORT
Adults for Schalm Kids PTO

Event/Area _____ Date(s) _____















Volunteer(s) _____

Cash box must be counted and verified with TWO signatures when opened and when closed.

START			
Type	Quantity		Amount
\$20 Bill 	\$20.00	x _____ =	_____
\$10 Bill 	\$10.00	x _____ =	_____
\$5 Bill 	\$5.00	x _____ =	_____
\$1 Bill 	\$1.00	x _____ =	_____
Quarter Rolls 	\$10.00	x _____ =	_____
Quarters 	\$0.25	x _____ =	_____
Dime Rolls 	\$5.00	x _____ =	_____
Dimes 	\$0.10	x _____ =	_____
Nickle Rolls 	\$2.00	x _____ =	_____
Nickles 	\$0.05	x _____ =	_____
Penny Rolls 	\$0.50	x _____ =	_____
Pennies 	\$0.01	x _____ =	_____
Other Currency		x _____ =	_____
TOTAL STARTING BOX = \$			_____

x _____
Start Cash Verification Signature #1

x _____
Start Cash Verification Signature #2

END			
Type	Quantity		Amount
\$100 Bill 	\$100.00	x _____ =	_____
\$50 Bill 	\$50.00	x _____ =	_____
\$20 Bill 	\$20.00	x _____ =	_____
\$10 Bill 	\$10.00	x _____ =	_____
\$5 Bill 	\$5.00	x _____ =	_____
\$1 Bill 	\$1.00	x _____ =	_____
Quarter Rolls 	\$10.00	x _____ =	_____
Quarters 	\$0.25	x _____ =	_____
Dime Rolls 	\$5.00	x _____ =	_____
Dimes 	\$0.10	x _____ =	_____
Nickle Rolls 	\$2.00	x _____ =	_____
Nickles 	\$0.05	x _____ =	_____
Penny Rolls 	\$0.50	x _____ =	_____
Pennies 	\$0.01	x _____ =	_____
Other Currency		x _____ =	_____
Total Cash = \$			_____
Checks	x _____	Total Checks = \$	_____
TOTAL ENDING BOX = \$			_____

x _____
End Cash Verification Signature #1

x _____
End Cash Verification Signature #2

*All additions to or subtractions from (e.g. cash dumps) the cash box must be noted below.
Change-making transactions (e.g. replacing a \$20 bill with 20 \$1 bills) need not be noted.*

Amount (+ or -)	From/To	Signature
\$ _____	_____	x _____
\$ _____	_____	x _____
\$ _____	_____	x _____