



PTA Cash Box Reconciliation Form

Use this form to submit funds to the Treasurer

Activity Name: _____ Activity Date: _____

Coins:

_____ x 1¢ = _____
_____ x 5¢ = _____
_____ x 10¢ = _____
_____ x 25¢ = _____
_____ x 50¢ = _____
_____ x \$1 = _____

Total \$ _____

Currency:

_____ x \$ 1 = _____
_____ x \$ 5 = _____
_____ x \$10 = _____
_____ x \$20 = _____
_____ x \$50 = _____
_____ x \$100 = _____

Total \$ _____

Checks:

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total \$ _____

Grand Total \$ _____

Membership Dues:

_____ Members @ \$ _____ (dues) = \$ _____ + Donations = \$ _____ Grand Total \$ _____

For Official Use Only

Counted and verified by: _____

Amount Received: \$ _____

Signature: _____

Signature: _____

Signature: _____

Date: _____

Cash Box Procedure

- The cash box should NEVER be left unattended.
- The cash box and its contents will be the responsibility of the Committee Chairperson until returned to the Treasurer.
- The Committee Chairperson and anyone else who handles PTA money must be a current PTA member.
- At the end of the event, the cash box must be counted and verified by the Chairperson and another PTA member. This *PTA Funds Transmittal Form* must be completed and signed in pen by both parties to validate the amount. This form serves as the deposit tally sheet for events that require a cash box.
- PTA money should not be kept in private homes for any length of time. Please make arrangements in advance to get the money to the PTA Treasurer as soon as possible after an event.
- Be prepared to wait while all money is counted and approved so a receipt can be given to you.