



DTES PTA Cash Box Reconciliation Form

Name of Event: _____

Event Date: _____

Cash Box #1 Ending Value

Bills			
\$1	_____	x	\$1.00 = _____
\$5	_____	x	\$5.00 = _____
\$10	_____	x	\$10.00 = _____
\$20	_____	x	\$20.00 = _____
\$50	_____	x	\$50.00 = _____
Other	_____	x	= _____
			Bills Total = _____

Coins			
1¢	_____	x	\$0.01 = _____
5¢	_____	x	\$0.05 = _____
10¢	_____	x	\$0.10 = _____
25¢	_____	x	\$0.25 = _____
Other	_____	x	= _____
			Coins Total = _____

Cash Box #1 Total = _____

Cash Box #2 Ending Value

Bills			
\$1	_____	x	\$1.00 = _____
\$5	_____	x	\$5.00 = _____
\$10	_____	x	\$10.00 = _____
\$20	_____	x	\$20.00 = _____
\$50	_____	x	\$50.00 = _____
Other	_____	x	= _____
			Bills Total = _____

Coins			
1¢	_____	x	\$0.01 = _____
5¢	_____	x	\$0.05 = _____
10¢	_____	x	\$0.10 = _____
25¢	_____	x	\$0.25 = _____
Other	_____	x	= _____
			Coins Total = _____

Cash Box #2 Total = _____

Cash Box #3 Ending Value

Bills			
\$1	_____	x	\$1.00 = _____
\$5	_____	x	\$5.00 = _____
\$10	_____	x	\$10.00 = _____
\$20	_____	x	\$20.00 = _____
\$50	_____	x	\$50.00 = _____
Other	_____	x	= _____
			Bills Total = _____

Coins			
1¢	_____	x	\$0.01 = _____
5¢	_____	x	\$0.05 = _____
10¢	_____	x	\$0.10 = _____
25¢	_____	x	\$0.25 = _____
Other	_____	x	= _____
			Coins Total = _____

Cash Box #3 Total = _____

Cash must be counted by 2 responsible adults before leaving the event.

Counter 1: _____

Treasurer : _____

Counter 2: _____

(upon receiving cash boxes)

