

NC PTA Cash Handling Form – Cash Box

PTA/PTSA: _____

Event: _____

Date: _____

BEGINNING CASH BOX BALANCE

Loose Change:

Pennies _____ x \$.01 = \$ _____

Nickels _____ x \$.05 = \$ _____

Dimes _____ x \$.10 = \$ _____

Quarters _____ x \$.25 = \$ _____

Other _____ x \$ _____ = \$ _____

Rolled Coins:

Pennies _____ x \$.50 = \$ _____

Nickels _____ x \$2.00 = \$ _____

Dimes _____ x \$5.00 = \$ _____

Quarters _____ x \$10.00 = \$ _____

Total Coins: = \$ _____

Bills:

Ones _____ x \$ 1.00 = \$ _____

Fives _____ x \$ 5.00 = \$ _____

Tens _____ x \$10.00 = \$ _____

Twenties _____ x \$20.00 = \$ _____

Other _____ x _____ = \$ _____

Total Bills: \$ _____

Beginning Cash Box Total: _____

ENDING CASH BOX BALANCE

Loose Change:

Pennies _____ x \$.01 = \$ _____

Nickels _____ x \$.05 = \$ _____

Dimes _____ x \$.10 = \$ _____

Quarters _____ x \$.25 = \$ _____

Other _____ x \$ _____ = \$ _____

Rolled Coins:

Pennies _____ x \$.50 = \$ _____

Nickels _____ x \$2.00 = \$ _____

Dimes _____ x \$5.00 = \$ _____

Quarters _____ x \$10.00 = \$ _____

Total Coins: = \$ _____

Bills:

Ones _____ x \$ 1.00 = \$ _____

Fives _____ x \$ 5.00 = \$ _____

Tens _____ x \$10.00 = \$ _____

Twenties _____ x \$20.00 = \$ _____

Other _____ x _____ = \$ _____

Total Bills: \$ _____

Ending Cash Box Total: _____

Beginning and Ending Cash Box Totals should match; all other money received during the event should be reported on the Money Counting Sheet.

Signatures:

Signatures:

Treasurer

Treasurer

Event Chair

Event Chair