

**BMDL PTSA
Cash Count Form/Deposit**

Date: _____
Event: _____

If only collecting cash, use "Ending Cash Box Count" only to account for collected money

Two PTSA members must count & sign starting and ending cash box:

Money Counter 1: Name _____ Signature _____
Money Counter 2: Name _____ Signature _____

Starting Cash Box Count			
Cash	Counter 1 Quantity	Counter 2 Quantity	Total \$
\$100.00			
\$50.00			
\$20.00			
\$10.00			
\$5.00			
\$1.00			
\$0.50			
\$0.25			
\$0.10			
\$0.05			
\$0.01			
Total Cash:			\$

Ending Cash Box Count			
Cash	Counter 1 Quantity	Counter 2 Quantity	Total \$
\$100.00			
\$50.00			
\$20.00			
\$10.00			
\$5.00			
\$1.00			
\$0.50			
\$0.25			
\$0.10			
\$0.05			
\$0.01			
Total Cash:			\$

Checks (record on back)	
Total Checks:	\$

Total Cash+Checks for deposit:	\$
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Instructions: Fill out date, event, name and sign.
 Fill out starting cash box count only if there is cash for change at the beginning of event.
 Fill out ending cash box count at the end of event when closing cashbox.
 On back page: fill out and itemize checks on the check recording form, write total on front page.
 Give items to the program director or place in PTSA lockbox and email the financial secretary for pick up.
[Email: financial-secretary@bmdl.pts.org](mailto:financial-secretary@bmdl.pts.org)
 * This form must accompany all deposits and be signed by two PTSA members *

Treasurer/Financial Secretary use only:
 Deposit by: _____ Deposit date: _____ Logged: _____