

**BMDL PTSA**

**Cash Count Form/Deposit**

Date: \_\_\_\_\_

Event: \_\_\_\_\_

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

Cash box counter 1: Name \_\_\_\_\_ Signature \_\_\_\_\_

Cash box counter 2: Name \_\_\_\_\_ Signature \_\_\_\_\_

Starting Cash Box Count			
<u>Cash</u>	<u>Counter 1 Quantity</u>	<u>Counter 2 Quantity</u>	<u>Total</u>
\$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			
<u>Cash</u>	<u>Counter 1 Quantity</u>	<u>Counter 2 Quantity</u>	<u>Total</u>
\$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:	\$

<b>Total Checks &amp; Cash for deposit:</b>	<b>\$</b>
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Treasurer/Financial Secretary use only:

Deposit by: \_\_\_\_\_ Deposit date: \_\_\_\_\_ Logged: \_\_\_\_\_ Transaction: \_\_\_\_\_

BMDL PTSA  
Check Recording Form

	<u>Name</u>	<u>Description</u>	<u>Check Amount</u>
1			
2			
3			
4			
5			
6			
7			
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34			
35			
36			
37			
38			
39			
40			
<b>Grand Total</b>			\$