

Cashier Report Form

Robins Parent Teacher Organization

Staffed By: _____

Specify purpose for Cash Box: _____

Date: _____

The starting and ending total amounts are required, as well as any additions/subtractions to the cash box.

Starting Cash					Ending Funds (Cash & Checks)				
Den	x	Qty	=	Amount	Den	x	Qty	=	Amount
\$ 20.00	x		=		\$ 20.00	x		=	
\$ 10.00	x		=		\$ 10.00	x		=	
\$ 10.00	x		=		\$ 10.00	x		=	
\$ 5.00	x		=		\$ 5.00	x		=	
25¢	x		=		25¢	x		=	
10¢	x		=		10¢	x		=	
5¢	x		=		5¢	x		=	
1¢	x		=		1¢	x		=	
Total				\$					\$
					(List additional checks on back)				
Initial Cash: _____					Verification of Counter				
Signature of Treasurer or Officer Providing Cash Box					Verification of Counter				
Verification: _____					Verification of Counter 2				
Signature of Cashier(s) Accepting Cash Box					Verification of Counter 2				

Cash Additions/Subtractions *	Amounts (+ or -)	Signature
	\$	
	\$	
	\$	
	\$	

* Any money added (Treasurer brings more change) or taken from the cash box (treasurer collects large bills to store more securely elsewhere) should be noted here. Do not include even change-making transactions (example: treasurer releases a quarter with 20 cents).

Event Ticket Roll Control Count:

of Ticket Rolls Issued to Cashiers

Ticket Roll	Starting Ticket Number	Ending Ticket Number	Total Tickets Sold	Net Cash Change	Reconciliation with Ticket Sales
1					
2					
Totals				\$	
Example					
1	55639	55645	6		

