



1. Two people, one from the Executive Board, must count money at the end of each day of the event, fill out and sign this form.

2. Member of Executive Board - lock deposit in school safe or give the completed form and money to treasurer at the conclusion of the event.

Event Name/Date: _____

Starting Register Balance: \$ _____

End of Day Breakdown:

\$100's -	x\$100=\$
\$50's -	x\$50=\$
\$20's -	x\$20=\$
\$10's -	x\$10=\$
\$5's -	x\$5=\$
\$2's -	X\$2=\$
\$1's -	x\$1=\$
Silver Dollars -	X\$1=\$
Quarters -	x.25=\$
Dimes -	x.10=\$
Nickels -	x.05=\$
Pennies -	x.01=\$
# Checks -	\$ Checks = \$
	Total Amount =

*Amount Left in Cash Box: _____ (Complete this line **ONLY** if cash box is needed multiple days. The amount removed from the cash box is the deposit amount).

Amount Given for Deposit: _____

Account for Deposit (i.e. Spirit Wear, Membership, etc.): _____

Signatures:

Date & Signature of 1st person responsible for cash box:
Date & Signature of Executive Board Member:
Date & Signature of Treasurer:

Note: This form is given to the Treasurer with the deposit. A new form needs to be completed each day the cashbox is used and followed by a deposit.