

MHMS PTO Event Money Count Worksheet

Event Name: _____ Date of Event: ____/____/____ Event Chair: _____

Prior to Event Start:

➤ Verify Cash Box Balance

Pennies		x \$0.01	=	Ones		x \$1.00	=
Nickels		x \$0.05	=	Fives		x \$5.00	=
Dimes		x \$0.10	=	Tens		x \$10.00	=
Quarters		x \$0.25	=	Twenties		x \$20.00	=
Total Coins			\$	Fifties		x \$50.00	=
				Hundreds		x \$100.00	=
				Total Notes			\$

Starting Balance: \$ _____

Name: _____

Signature: _____

Name: _____

Signature: _____

After Event:

➤ Count Cash:

Pennies		x \$0.01	=	Ones		x \$1.00	=
Nickels		x \$0.05	=	Fives		x \$5.00	=
Dimes		x \$0.10	=	Tens		x \$10.00	=
Quarters		x \$0.25	=	Twenties		x \$20.00	=
Total Coins			\$	Fifties		x \$50.00	=
				Hundreds		x \$100.00	=
				Total Notes			\$

Ending Balance: \$ _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Starting balance	\$
Ending Balance	\$
Total Cash Takings	\$

➤ Record Total Cheques: \$ _____

List all cheques on back of form

➤ Record student PTO account charges: \$ _____

Attach record sheet to form

➤ Calculate Takings:

Cash Takings	\$
Cheques	\$
Student PTO accounts	\$
Total Proceeds	\$

Treasurer Use Only:

Date Received: ____/____/____ RefCode: _____ Entered into Log Date: ____/____/____