

Date:

Program:



Brownsville Elementary PTO
CASH BOX RECONCILIATION FORM - BOX # _____

Denomination	STARTING CASH		ENDING CASH	
	Quantity	\$	Quantity	\$
\$50	()	"="	()	"="
\$20	()	"="	()	"="
\$10	()	"="	()	"="
\$5	()	"="	()	"="
\$1	()	"="	()	"="
\$0.50	()	"="	()	"="
\$0.25	()	"="	()	"="
\$0.10	()	"="	()	"="
\$0.05	()	"="	()	"="
\$0.01	()	"="	()	"="

Total Starting Cash	Total Ending Cash
---------------------	-------------------

Signature verifying Starting Cash

Signature verifying Starting Cash

-

TOTAL CASH Receipts

TOTAL CHECK Receipts
 Quantity ()

Signature verifying Total Receipts

Signature verifying Total Receipts

TOTAL Receipts

- Restore Cash Box to starting cash amount. Seal cash & checks for deposit into "Deposit Envelope" found in bottom of cash box.
- Place "Deposit Envelope" in Cash Box. Place this form in Cash Box.
- Give Cash Box to Committee Chair. If Committee Chair unavailable, submit to Treasurer(s). If neither are available, secure Cash Box in safe in school office.