

Puesta del Sol PTA - Money Tally Sheet and Receipt

BEFORE event

Money must be handled and counted by **2 current PTA members**.

Tip: Get change on a business day prior to the event.

Count money before and after event:

- 1) Count coins and cash (note if starting amount is zero)
- 2) Both PTA members print and sign names, noting where starting cash came from

Date: _____ Event/Activity: _____

Starting cash RECEIVED FROM (circle PTA or enter name)	PTA or _____
PTA Member Counter 1 _____ <small>Print Name</small>	PTA Member Counter 2 _____ <small>Print Name</small>
PTA Member Counter 1 _____ <small>Signature</small>	PTA Member Counter 2 _____ <small>Signature</small>

Money Count BEFORE event

Coin #		= \$		Currency #		= \$
	x \$0.01				x \$1	
	x \$0.05				x \$5	
	x \$0.10				x \$10	
	x \$0.25				x \$20	
	x \$0.50				x \$50	
	x \$1.00				x \$100	
Total Coin				Total Cash		

Starting Cash box total BEFORE event* (coin + cash) = _____

AFTER event

Money must be handled and counted by **2 current PTA members**.

Tip: Use a coin stacker to help count coins.

Count money before and after event:

- 1) Count coins and cash. Return starting cash amount.
- 2) Both PTA members print and sign names

Date: _____ Event/Activity: _____

Starting cash RETURNED TO (circle PTA or enter name)	PTA or _____
PTA Member Counter 1 _____ <small>Print Name</small>	PTA Member Counter 2 _____ <small>Print Name</small>
PTA Member Counter 1 _____ <small>Signature</small>	PTA Member Counter 2 _____ <small>Signature</small>

Money Count AFTER event

Coin #		= \$		Currency #		= \$
	x \$0.01				x \$1	
	x \$0.05				x \$5	
	x \$0.10				x \$10	
	x \$0.25				x \$20	
	x \$0.50				x \$50	
	x \$1.00				x \$100	
Total Coin				Total Cash		

Total Currency and coins together = _____
 Total Checks (total number = _____) = _____
Total Gross AFTER Event (coin + cash + checks) = _____
 Starting Cash Box Total (*from before event) = _____

Net Total/Proceeds AFTER Event
 (Gross – Starting Cash Box Total) = _____

Treasurer Use Only

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