



# Hollymead PTO Cashier Report

## With Denomination Breakdown

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Staffed By: \_\_\_\_\_

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

### Starting Cash (Cash box)

Den	x	Qty	=	Amount
\$20	x	_____	=	_____
\$10	x	_____	=	_____
\$ 5	x	_____	=	_____
\$1	x	_____	=	_____
25¢	x	_____	=	_____
10¢	x	_____	=	_____
5¢	x	_____	=	_____
1¢	x	_____	=	_____
		Total		\$ _____

Initial Cash \_\_\_\_\_

\_\_\_\_\_  
Treasurer Print Name

\_\_\_\_\_  
Signature of Treasurer or Officer Providing Box

\_\_\_\_\_  
Verification Print Name

\_\_\_\_\_  
Signature of Cashier Accepting Box

### Ending Funds (Cash & Checks)

Den	x	Qty	=	Amount
\$20	x	_____	=	_____
\$10	x	_____	=	_____
\$ 5	x	_____	=	_____
\$1	x	_____	=	_____
25¢	x	_____	=	_____
10¢	x	_____	=	_____
5¢	x	_____	=	_____
1¢	x	_____	=	_____
_____	x	_____		_____
_____	x	_____		_____
Checks	x	_____	=	_____
		Total		\$ _____

\_\_\_\_\_  
Verification of Counter 1 Print Name

\_\_\_\_\_  
Signature Counter 1

\_\_\_\_\_  
Verification of Counter 2 Print Name

\_\_\_\_\_  
Signature Counter 2

Cash used for any other purpose (i.e. tips, etc.) please indicate below.

Cash Additions/Subtractions (include purpose)	Amounts (+ or -)	Signature
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

