Huntersville Elementary School PTA updated 5/11

Cash Count Sheet

Date Counted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Up Cash: Request Pay Back

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Cash | Quantity | Total |  | Coins | | Quantity | Total |
| $1s |  | $ |  | Pennies | |  | $ . |
| $2s |  | $ |  | Nickels | |  | $ . |
| $5s |  | $ |  | Dimes | |  | $ . |
| $10s |  | $ |  | Quarters | |  | $ . |
| $20s |  | $ |  | Half Dollars | |  | $ . |
| $50s |  | $ |  | Dollars | |  | $ . |
| $100s |  | $ |  |  | |  | $ . |
| Total Cash: | | $ |  | Total Coin: | | | $ . |
|  | | |  |  | **Total Cash & Coin:** | | $ . |

Checks (Please sort and record checks by amount.)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
| 2 | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
| 3 | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
| 4 | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
| 5 | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
| 6 | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
| 7 | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
| 8 | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
| 9 | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
| 10 | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
| 11 | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
| 12 | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
| 13 | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
| 14 | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
| 15 | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
| 16 | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
| 17 | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
| 18 | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
| 19 | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
| 20 | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
|  | $ . | $ . | $ . | | $ . | | | $ . | | $ . | $ . |
|  |  | |  | |  | | |  | **Total Checks:** | | $ . |
|  | | |  |  | |  | **Total Cash, Coins and Checks:** | | | | $ . |

**Counted by:**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_