

Cash Counting Sheet for Events

Name of Local PTA: _____
Event Name: _____
Event Date: _____

Initial Count

	Quantity	Total Cash
100's		
50's		
20's		
10's		
5's		
1's		
Quarters		
Dimes		
Nickels		
Pennies		

Total Cash _____

Less Float Cash _____ (This is the cash needed to begin the next day's event - only to be used for multiple day events)

New Total _____

Drop **New Total amount** in Deposit Bag using the largest bills/coins possible.
 Continue to next section.
 Re-count **Float Cash** and add total below.

	Quantity	Total Cash
50's		
20's		
10's		
5's		
1's		
Quarters		
Dimes		
Nickels		
Pennies		

Total Float Cash _____ *

* If this amount does not equal your Float Total from the first count, get a new sheet and start over.

Signature of Treasurer _____ Date _____

Signature of Witness _____ Date _____