

**LEHMAN JACKSON PTA
CASH and CHECK COUNT**

Date: _____

Committee: _____

Event: _____

CHECKS:

All checks should be arranged so that the “pay to the order” section is on the top left to facilitate depositing with the bank. If multiple checks of same amounts, please put in numeric order.

CASH:

If engaging in sales transactions, it is important to accurately reflect the amount started with (bank, the amount taken in and the amount turned over to the treasurer for deposit. Please ensure that all cash is in plain view at all times. Cash must be counted in plain view and verified by another person.

Bank (amount started with)

(remove prior to counting totals): \$ _____

Amount taken in: \$ _____

Less amount spent

(replacement supplies, expenses) \$ _____

Balance \$ _____

1s x _____ = \$ _____

5s x _____ = \$ _____

10s x _____ = \$ _____

20s x _____ = \$ _____

coins (rolled) _____ = \$ _____

Total Cash \$ _____

Total Checks \$ _____

TOTAL \$ _____

Counted by: _____ (signature)

Verified By: _____ (signature)

Verified and Deposited By _____ (signature)